CrYSTAL 650
CrYSTAL 660

User Manual

PHILIPS

Dear Customer!

In purchasing this multifunction machine, you have decided on a quality PHILIPS product. The features of your machine meet the many needs that arise in modern home office environments. You can use your machine to scan, print, copy and fax—both in black-and-white and in colour.

As a fully functional photo printer, your machine has the card slots required for all typical photo storage media as well as an option for directly connecting a digital camera.

The image and text enhancement function Crystal Image ensures the best possible printing and copying quality for your black-and-white and colour documents. Crystal Image also helps you to retouch annoying "red eye" effects in your flash photographs (red eye reduction).

The Crystal 660 offers you the convenience of a fold-out illuminated colour display for menu operation and photo selection.

You can connect the multifunction machine to your PC (Microsoft Windows 98 SE · 2000 (SP 3) · ME · XP). Install the included software package and use the multifunction machine as a (network) printer. In addition, you can send and receive faxes via the PC, manage the telephone book, scan, edit and save documents and send SMS messages*****.

A WLAN adapter can be connected for wireless PC communication. You can also send files to the multifunction machine for printing from all devices with an Infrared interface***** or Bluetooth functionality (e.g. camera phones, handhelds). (WLAN and Bluetooth are optional and function only with an original adapter available through our order service (see back page of this user manual). More information is available on our homepage: **www.fax.philips.com**

The Crystal 660 has a built-in modem with which you can send and receive Text2Fax / SMS / MMS messages***** without using a PC.

Your multifunction machine prints using state-of-the-art inkjet technology. Two free ink cartridges are provided with your machine (black and colour). Install these and you can immediately try out the many features of your multifunction machine. Have fun!

About this User Manual

Please read the user manual carefully and follow the safety instructions to ensure proper operation of your multifunction machine.

Symbols Used and Basic Terms:

Warns about improper operations that could lead to injuries, errors or damage to the machine or refers to features that are specific to a country or machine type.

Indicates tips for effective use of your multifunction machine and helps to avoid possible difficulties in the execution of individual functions.

Document: Original that is copied, scanned or transmitted as a fax or Text2Fax, SMS, MMS message***** with your machine.

Paper: Printing medium that you insert into the paper tray and onto which your multifunction machine prints.

Pre-Printed material: Printed paper (e.g. stationary, postcards) onto which you can print with your machine.

Menu: Settings options for functions that are shown on the display for selection.

Photo memory media: Data storage media that is compatible with the multifunction machine (e.g. digital cameras, memory cards, mobile devices).

Starting mode: Machine operating mode.

Stand-by mode: Energy-saving mode for times when the multifunction machine is not in use.

This user manual describe two machine types of the same series—the Crystal 650 and the Crystal 660. For simpler orientation, the user manual is divided into two sections. In the **Machine Functions** section you will find the functions that can be operated directly on the machine; the **PC Functions** section explains the settings that can be performed via the PC. Please note that a general view of both machines was selected for the diagrams. In the section **Machine Functions** / Panel with Display you will find the correct diagram for your machine. Please note that the availability of certain functions depends on the specific model. Functions that only apply to one of the two machine types or are subject to country-specific deviations are marked with a star "*" and are explained at the bottom of the page.

We constantly strive to implement improvements and innovations. It is possible that individual functions are not yet activated for your machine firmware. Update the firmware of your machine (see section **PC Functions** / Using Companion Suite IH / Firmware Update).

* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal 660 (depending on country and network)
Infrared-interface—Crystal 660

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◆ The reproduction of certain documents (e.g. by scanning, printing, copying) is prohibited in many countries. The list of such documents below is not intended to be complete, it only offers a general overview. In case of doubt, consult your legal advisor.

• Passports (personal identification)
• Entrance and exit visa papers (immigration papers)
• Military service documents
• Bank notes, travel checks, payment orders
• Postage stamps, tax stamps (stamped or unstamped)
• Loan papers, certificates of deposit, bonds
• Documents protected by copyright

◆ Follow the statutory regulations of your country with regard to the legal validity of fax transmissions—particularly in connection with the validity of signatures, meeting delivery deadlines or disadvantages resulting from the loss of quality in the transmission, etc.

◆ Take care to maintain the statutory regulations of your country regarding telecommunications secrecy and data privacy.

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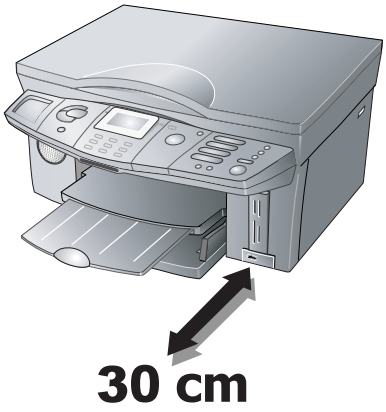
* Speed dialling—Crystal 650
SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal 660 (depending on country and network)

Safety Instructions

In order to avoid possible dangers, damage or malfunctions, please heed the following safety instructions for the setup and operation of your fax machine.

Setup Location

◆ The multifunction machine should rest stably and securely on a flat, smooth and vibration-free surface. If your machine sits at an angle, proper functioning cannot be guaranteed. Do not place the machine on beds, blankets, pillows, sofas, carpets or other soft surfaces due to the danger of overheating and the resulting risk of fire. Ensure sufficient air circulation around the machine and do not cover the machine. Do not operate the machine in enclosed boxes, cabinets, cupboards, etc. The distance to other machines or objects must be at least 10 cm. Leave 30 cm of space in front of the machine because the printouts are output on the front side.



◆ Protect the multifunction machine from direct sunlight, exposure to intense light and excessive heat. Never place the machine in the immediate vicinity of heaters, radio or television equipment or air-conditioners.

◆ To prevent the spread of fire, open flames should be kept away from this product at all times.

◆ Avoid the influence of dust, water and chemicals. Do not subject the machine to extreme temperature fluctuations and/or high humidity.

◆ Do not plug in the device in moist rooms. Never touch the power plug, power connection or the telephone socket with wet hands.

◆ Should the multifunction machine fall, serious machine damage and/or personal injuries, particularly in the case of small children, can result. Do not allow children to handle the machine without supervision.

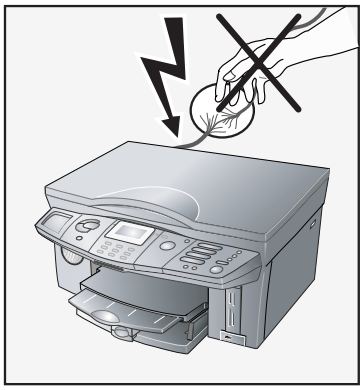
Power Supply

◆ Check whether the mains voltage specified on the type plate of your multifunction machine matches the mains voltage available at the setup location. In case of doubt, consult your electrical company. Only use the supplied power cord.

◆ Set up your machine so that the socket is easily accessible because your multifunction machine does not have an on/off button. Lay all cables out of the way to prevent tripping.

◆ In the event of a power failure, your multifunction machine will not function (saved data is retained).

◆ Never touch the telephone and/or power cord if the insulation is damaged until you have first disconnected the telephone and power plugs from the network.



Disconnect your machine from the power and telephone networks if:

- the housing and/or the telephone or power cords are damaged.
- a thunderstorm is approaching. In this case, persons operating the machine are at risk to lightning strikes and/or the machine could be damaged. If you cannot pull the plug, do not operate the machine.
- you would like to clean the surface of your machine.
- liquids or foreign bodies have entered the machine. There is a risk of electric shock and/or damage to the machine.
- the machine overheats and starts on fire or smoke comes out of the machine.

Handling and Maintenance

◆ Never attempt to perform repairs on the machine yourself. Improper maintenance can result in machine damage, fire or electrical shock (see **Appendix** / Warranty). Only have your device repaired by an authorised service centre.

◆ Do not press forcefully on the scanner cover when you scan thicker documents or three-dimensional items, this could damage the scanner cover and/or the scanner glass.

◆ Never open the paper jam door while the multifunction machine is printing.

◆ If you have not inserted any paper, the multifunction machine attempts to load paper upon receiving a job; never open the paper jam door at this time. Insert paper.

◆ Use care when operating, storing or transporting the multifunction machine, always keeping it in a horizontal position; otherwise ink may leak out.

◆ Before cleaning the surface, disconnect the machine from the telephone and power networks. Never use liquid, gaseous or easily flammable cleansers (sprays, abrasives, polishes, alcohol) to prevent damage to painted parts.

◆ Use a soft, dry cloth to clean the display. If the display breaks, a mildly corrosive liquid may escape. Should you come into contact with this liquid, rinse the affected areas with large amounts of water. If complaints or vision problems occur, consult a physician immediately.

Ink Cartridges

◆ When loading original ink cartridges for the first time, always use the enclosed Plug'n'Print card; only this way is all necessary information saved to allow for faultless replacement and reuse of the cartridges. Other ink cartridges may damage the device (see **Appendix** / Warranty).

◆ Store temporarily removed cartridges either in the photo cartridge storage box or pack them individually in closed plastic bags. For safety reasons, always keep ink cartridges out of the reach of children.

◆ Handle used ink cartridges carefully to prevent getting ink on clothing or other objects. Do not shake the ink cartridges. Avoid all contact with your skin and eyes. Remove ink flecks with large amounts of water. If complaints or vision problems occur, consult a physician immediately.

◆ Do not perform any alterations on the original ink cartridges; this can damage the printing heads.

◆ Take the ink cartridges out of the machine during transport.

◆ Dispose of the empty cartridges according to the regulations of your country.

Photo Memory Media

◆ Only use memory media that are compatible with the multifunction machine (see section **Machine Functions** / Photo Printer / Using Photo Memory Media).

◆ Never use more than one storage medium at a time!

◆ Never interrupt the connection between the photo memory medium and the multifunction machine while data on the memory medium is being accessed. Do not disconnect the machine from the power supply.

◆ Never pull out the memory card while the multifunction machine is accessing it and executing the print job. This could cause data to be damaged or lost.

◆ Be sure to read the operating instructions for your storage medium to ensure proper use.

General Information

◆ The power load on all USB ports may not exceed 0.7 amperes to ensure USB functionality. Do not connect more than one high-power device to your multifunction machine at a time. Do not connect additional devices—such as batteries, fans, charging devices—to your multifunction machine.

◆ If you would like to use an additional cordless telephone, keep the base station of the cordless telephone at least 15 cm away from the multifunction machine, otherwise acoustic disruptions may occur in the telephone handset.

◆ This electronic device contains many materials that can be recycled. When you wish to dispose of the machine, please obtain information on the regulations in your country for the recycling of electronic equipment.

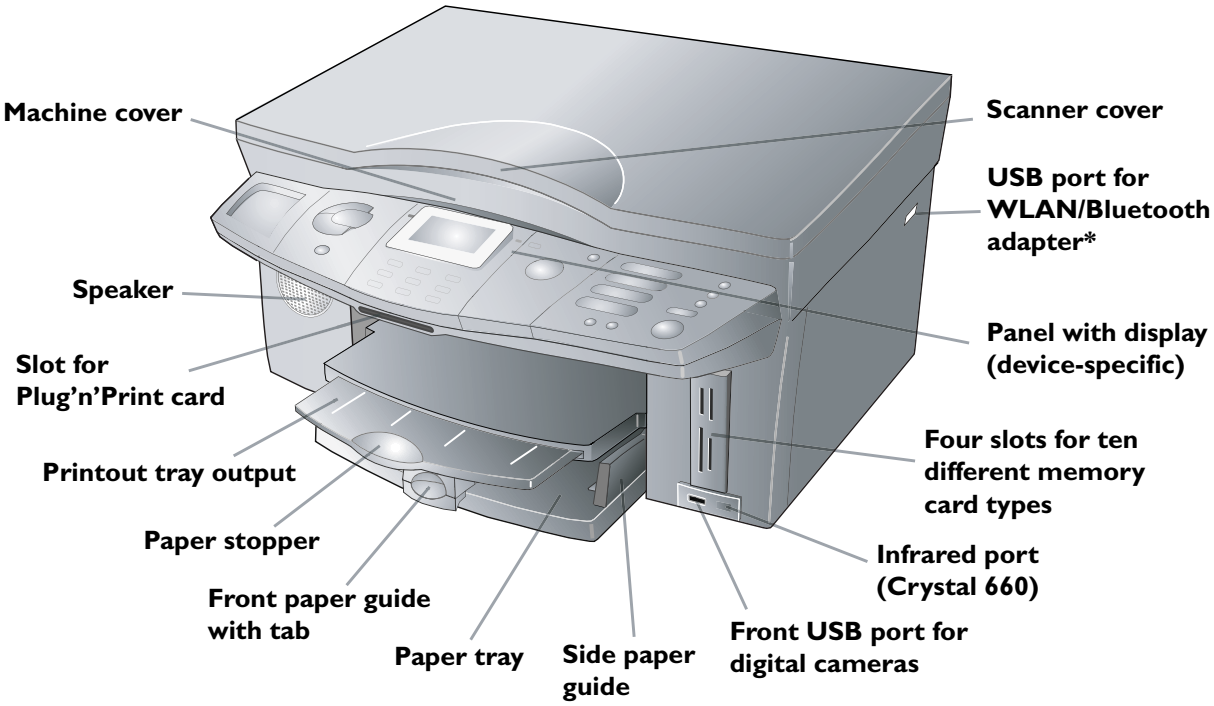
◆ If you have a pacemaker and experience discomfort, stay away from the multifunction machine and consult your doctor.

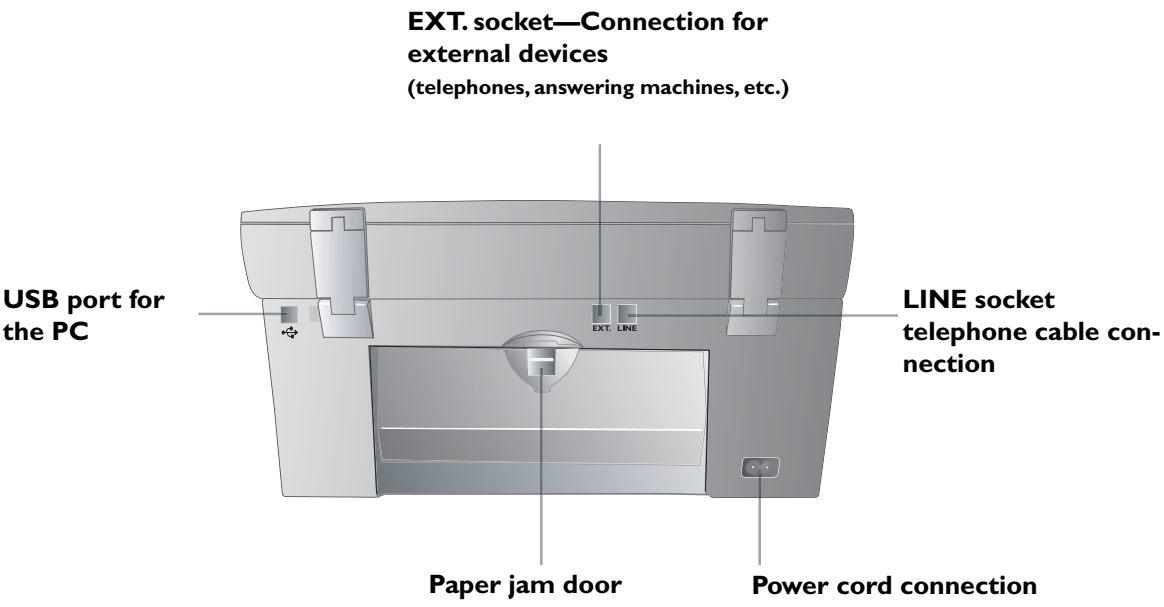
◆ Your multifunction machine has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards.

◆ The multifunction machine was developed exclusively for use in the indicated sales region. It conforms to the regulations of the telephone company of the country. Do not make any changes or settings that are not described in this user manual.

Machine Functions

Description of the Multifunction Machine

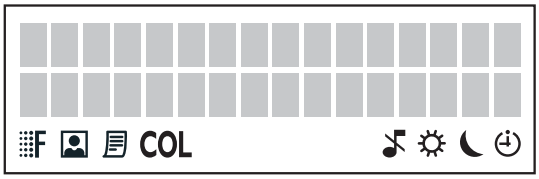




* WLAN and Bluetooth are optional and function only with an original adapter available through our order service (see back page of this user manual). More information: **www.fax.philips.com**

Panel with Display—Crystal 650

Symbols on the two-line display



Fax resolution:

- For finely printed texts and drawings
- For photos
- For texts and drawings

COL Send colour faxes

Completely silent ring settings (even devices connected to the **EXT**. socket do not ring)

Selected mode (day/night)

A message on the display informs you about the message-memory status.

The selected menu function is indicated with an arrow (›).

Access telephone book functions

Broadcasting—Sending faxes to multiple recipients

PAUSE/R When dialling or saving telephone numbers: insert a dialling pause (-); when connected to a private branch exchange: enter outside line access code (R)

/F/ /COL Set fax resolution (standard, fine , superfine F, photo and colour fax **COL**)

Start fax transmission, copy or print job

Speaker for listening while a connection is established (no two-way communication)

Open redial list

Create colour copy; start photo printing

Transfer scan to PC

Cancel current jobs; return to the starting mode

Create black-and-white copy; start photo printing

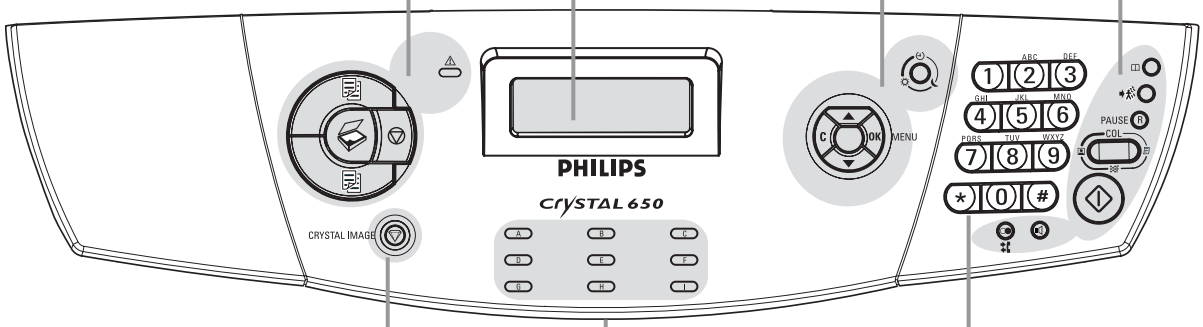
If this indicator light is blinking, please read the information on the display

MENU/OK Access the menu functions; confirm entries

Select menu functions; move the cursor on the display; enter numbers

C Clear entries; return to last menu function

Switch timer on/off; switch between modes (day) and (night)



Speed dialling numbers **A**—**I**

Number and letter keypad

Crystal Image photo and text enhancement: create high-quality printouts and copies (in colour or black-and-white)
Crystal Image red eye reduction: retouch "red eyes" in your flash photographs

Light on (blue): Crystal Image is activated
Light blinking (blue): Crystal Image executing a job
Light off: Crystal Image is deactivated

Panel with Display—Crystal 660

Create colour copy; start photo printing

Transfer scan to PC

Cancel current jobs; return to the starting mode

Create black-and-white copy; start photo printing

If this indicator light is blinking, please read the information on the display

Access telephone book functions

Broadcasting—Send faxes or Text2Fax/SMS/MMS messages* to multiple recipients

PAUSE/R When dialling or saving telephone numbers: insert a dialling pause(/); when connected to a private branch exchange: enter outside line access code (R)

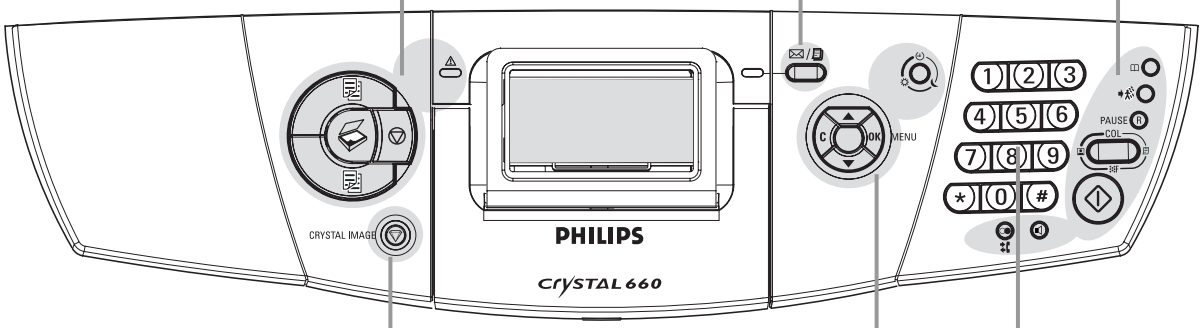
/F/ /COL Set fax resolution (standard, fine , superfine F, photo and colour fax **COL**)

Start fax transmission, copy or print job

Speaker for listening while a connection is established (no two-way communication)

/ Open redial list—→ received calls (max. ten); ← dialled numbers (max. ten)

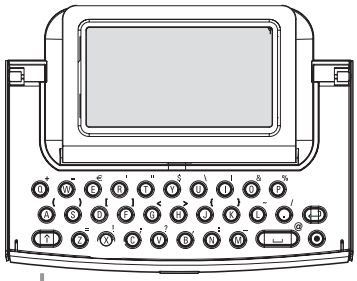
/ Read, edit and send Text2Fax/SMS/MMS-messages*; the indicator light next to the button blinks when new messages have arrived



Crystal Image photo and text enhancement: create high-quality printouts and copies (in colour or black-and-white)

Crystal Image red eye reduction: retouch "red eyes" in your flash photographs

Light on (blue):
Crystal Image is activated
Light blinking (blue):
Crystal Image executing a job
Light off:
Crystal Image is deactivated



Number keypad

Fold-out backlit colour display with and letter keypad

MENU/OK Access the menu functions; confirm entries

/ Select options; move the cursor on the display; enter numbers

C Clear entries; return to last menu function

/ / Switch timer on/off; switch between modes (day) and (night)

* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal (depending on country and network)

Symbols on the eight-line display

Fax resolution:

- For texts and drawings
- For finely printed texts and drawing
- For photos

COL Send colour faxes

Calls received while away (with caller ID (CLIP))

Received SMS/MMS messages*

Completely silent ring settings (even devices connected to the **EXT**. socket do not ring)

Selected mode (day/night)

Message memory status

The selected menu function is indicated with a coloured bar.

You can adjust the contrast of your colour display.

1 Press **MENU/OK** and ②⑦⓪.

2 Set the contrast with ▲/▼:
▲ : less contrast; ▼ : more contrast.

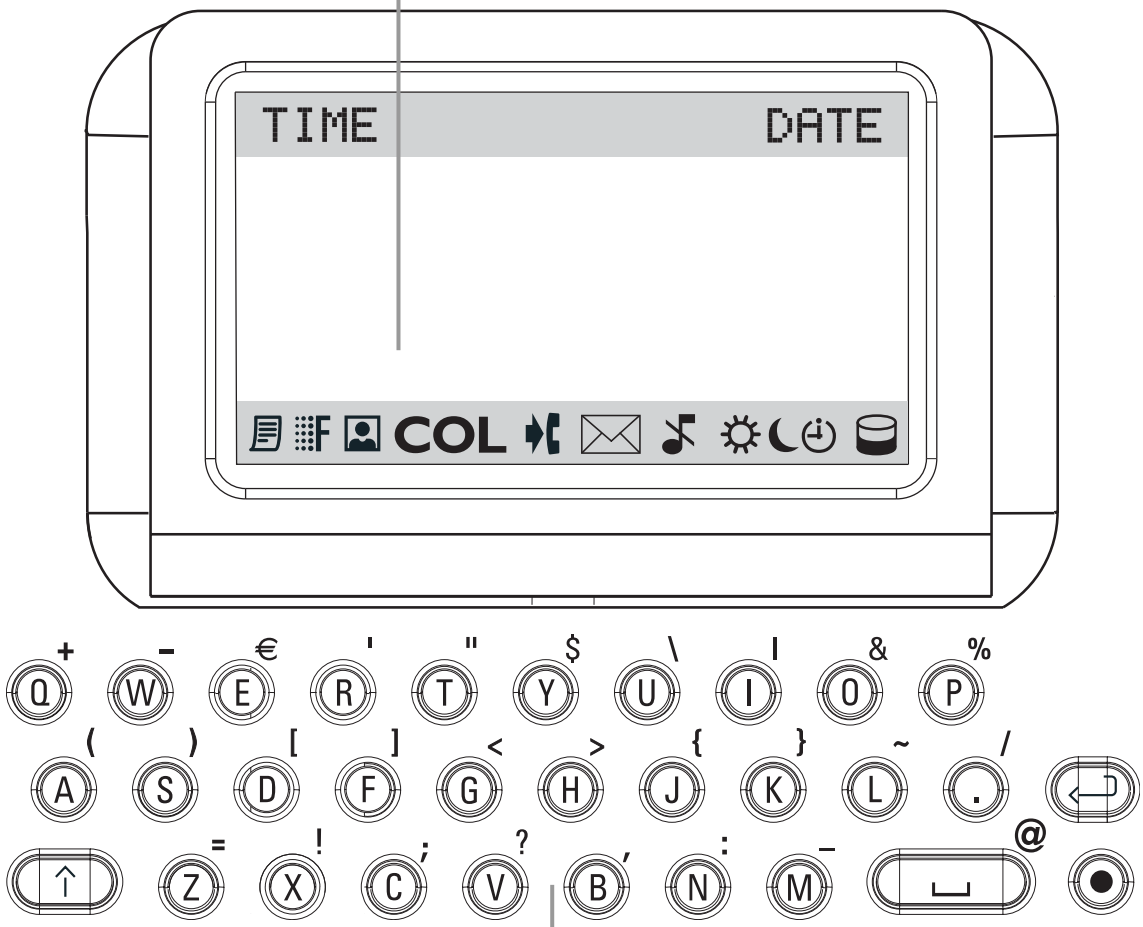
3 Confirm with **OK**.

You can change the colour settings for the display with function 87.

1 Press **MENU/OK** and ⑧⑦.

2 Use ▲/▼ to select the desired display colours.

3 Confirm with **OK**.



Letter Keypad under Fold-out Cover

In addition to the letters, special characters are also available:

⇑—To enter upper case letters: Press the ⇑ button and (simultaneously) the respective letter button to enter upper case letters.

␣—To enter a space

◉ button—To enter special characters: Press the ◉ button and (simultaneously) the respective letter button to insert the special character shown above it.

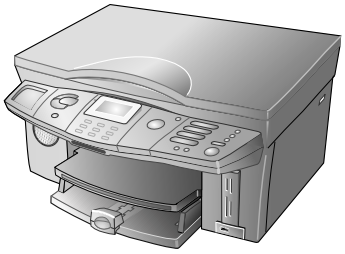
↵—Next line; insert line breaks

* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)

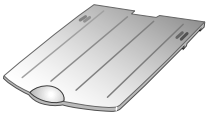
1. Installation

Package Contents

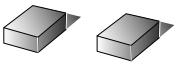
The following parts are included in the package:



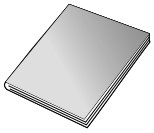
Multifunction machine



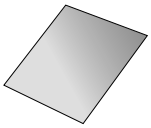
Printout tray



Two ink cartridges (black and colour)



User manual



Installation guide

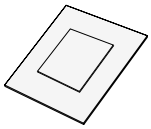
Installation-CD

Power cord with plug (country-specific)

Telephone cord with plug (country-specific)

USB cable (country-specific package contents)

WLAN adapter (country-specific package contents)



Sample paper (country-specific package contents)

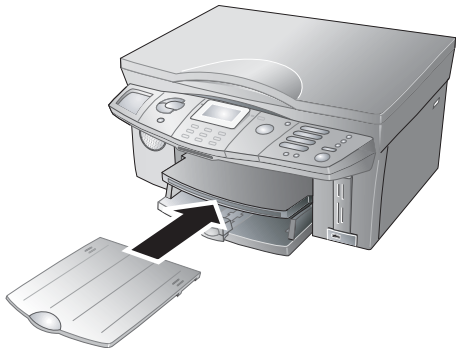
If a part is missing that is not one of the country-specific items or if parts are damaged, please contact your retailer or our customer service (see back side of this user manual).

Setting Up the Multifunction Machine

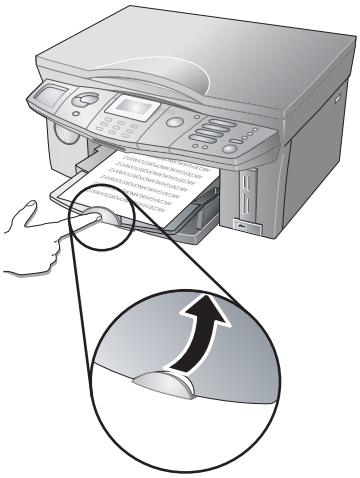
1 Remove the transport protection (e.g. tape). Any sticker can be pulled off without leaving any residue.

⚠ Set up your machine so that the socket is easily accessible because your multifunction machine does not have an on/off button. (To disconnect your machine from the power supply, pull the power plug out of the socket—see the chapter **Safety Instructions**.)

2 Insert the printout tray into the slot provided in the paper output until reaching the stop.



3 Pull the printout tray as far out as possible and fold the paper stopper up to prevent a paper jam.



Loading Printing Media

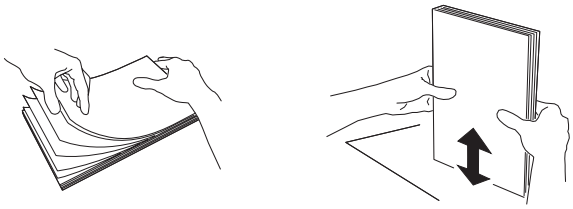
Load paper into the paper tray before plugging in the machine. Your multifunction machine supports numerous paper formats and types. You can use both preprinted material and refill paper of the supported paper types (see chapter **Appendix** / Technical Data).

Loading Paper

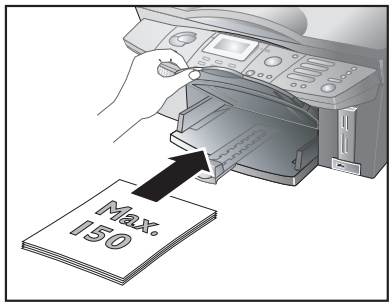
Use only undamaged paper that is suitable for use with inkjet printers.

Do not use any paper lighter than 75 g/m² to ensure good printing quality.

1 Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.

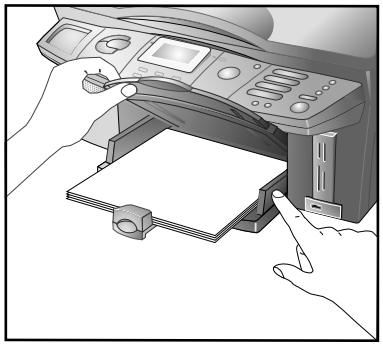


2 Lift up and hold the printout tray. Pull the front paper guide as far out as it will go. Lay a maximum of 150 sheets of paper (standard format **A4**, 210×297 mm, 80 g/m²) into the paper tray **with the short edge out**, inserting them up to the stop.

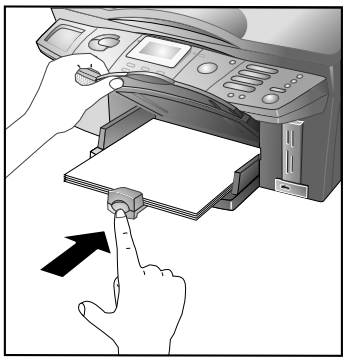


The capacity of the paper tray depends on the thickness of the printing medium loaded. Insert a stack no higher than the height limit of the two side paper guides (see indicator marking printed on the machine).

3 Enclose the paper with the two side paper guides …



… and the front guide. Be sure not to enclose it so tightly that it bends.



4 Carefully return the printout tray back to its original position.

Instructions on the Use of Paper

Follow the instructions of the paper manufacturer for using the paper correctly.

◆ To prevent paper jams and poor printing quality, do not use moist or damaged paper. Do not add paper while the machine is printing. If the paper curls in the printout tray after printing, remove it immediately. Instructions for removing a paper jam can be found in the chapter **Troubleshooting** / Removing a Paper Jam.

Never open the paper jam door while the multifunction machine is printing.

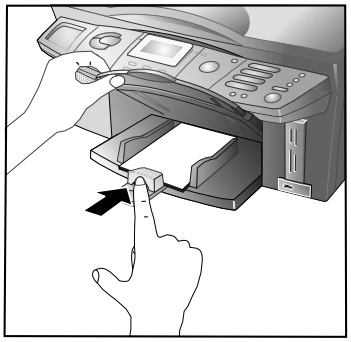
◆ Only insert paper when the paper tray is empty. Avoid mixing loaded paper and new paper—particularly with different paper types.

◆ Printouts with high printing density (e.g. due to complex graphics) can remain damp for a longer time. Leave the printout in the printout tray for 30 to 60 seconds to dry.

Loading Photo Paper

The original photo paper was specially designed for your multifunction machine in order to achieve the best possible printing quality and durability. If you use other types of paper, it is possible that the paper could be drawn in incorrectly or the ink could smudge. You can order original photo paper from our order service (see the back side of this user manual).

Lay the photo paper in the paper tray with the coated side (= glossy side) facing down and the short side out, inserting it until it reaches the stop. Also enclose 10×15 paper with the tab on the front paper guide.



Protect the surface of the photo paper by inserting **at least two sheets of paper (up to max. 20 sheets) together** into the paper tray.

After printing a photo on 10×15 format, load A4 or letter paper into the paper tray; otherwise incoming faxes will not be printed out completely. (Set the paper format and the paper type with the functions 241 and 242 so that your multifunction machine recognises the type of paper loaded.

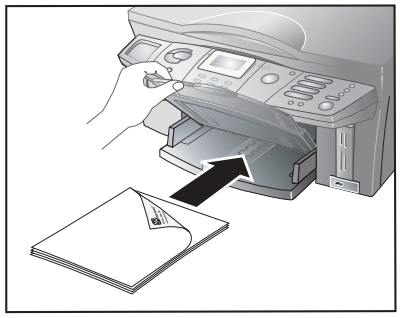
Instruction on the Use of Photo Paper

- Only hold the photo paper by the edges to avoid fingerprints and flecks on the coated side or in the printing area.
- Avoid contact with moisture and liquids, and do not use the photo paper in environments with high humidity, extreme temperatures or in direct sunlight.
- Store the photo paper in the original package in a cool and dry location, and do not expose it to ultraviolet light.
- Allow the printouts to dry under normal room conditions for at least 24 hours. Lay acid-free paper between the individual printouts.
- Use photo albums of acid-free material, and avoid plastics that contain PVC to prevent your photos from fading.
- Follow these instructions to achieve the best possible durability and printing quality with the photo paper.

Loading Pre-printed Material

If you would like to print on pre-printed material (e.g. forms, stationary), place the pre-printed material in the paper tray up to the stop with the printed side facing down.

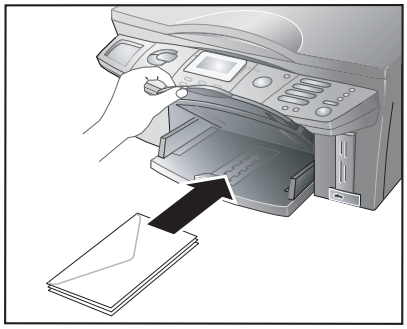
If you are using pre-printed material with a letterhead, place the paper into the paper tray with the top edge in first.



Loading Envelopes

Consult the help files of your PC word processing program to find formatting instructions for correctly printing on various envelope designs.

Insert the envelopes into paper tray with the flap facing upward and the short side out until reaching the stop. Also enclose smaller envelope formats with the tab on the front paper guide.



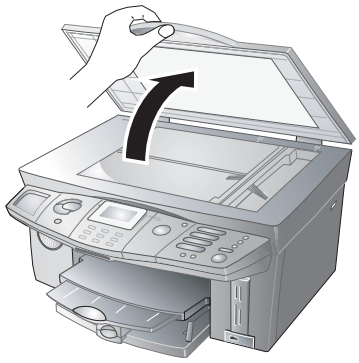
Inserting Transparencies

Insert the transparencies into the paper tray with the printing side (= rough side) facing down until reaching the stop. Only use transparencies that are intended for use with inkjet printers.

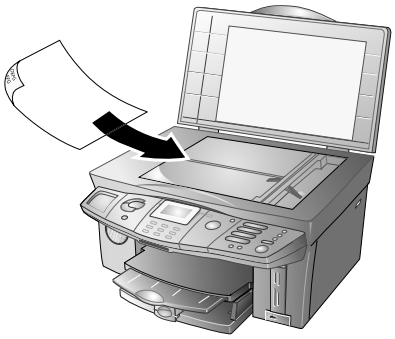
Loading Documents

Do not place any documents on the scanner that are wet or to which correction fluid has been applied! Make sure that the scanner glass is clean (see chapter **Troubleshooting** / Cleaning and Care).

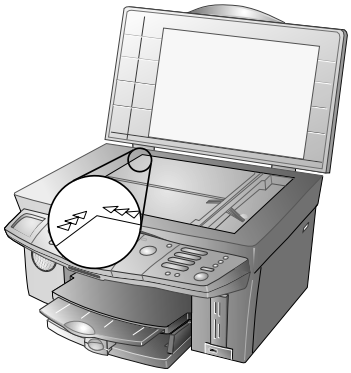
1 Open the scanner cover.



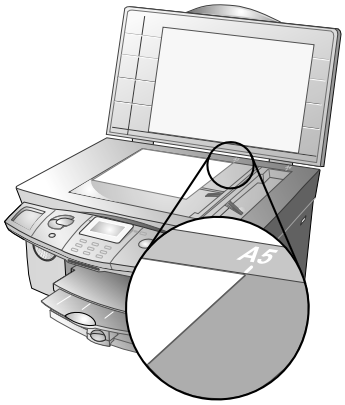
2 Lay the document onto the scanner glass **with the written side down**.



3 Align the document with the rear left corner of the scanner glass (arrow marks).



4 The markings on the scanner border for the A4 and A5 formats will help you to position the document correctly.



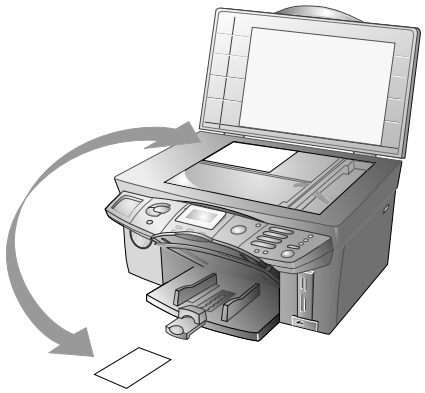
5 Close the scanner cover.

The scanner cover is equipped with adjustable hinges, allowing you to lay even thicker documents (e.g. books) in the flatbed scanner. Carefully lift the scanner cover so that it rests as evenly as possibly.

Use clear sheets of plastic when copying three-dimensional objects (e.g. coins, flowers) to avoid damaging the scanner glass.

Positioning Printing Media and Documents

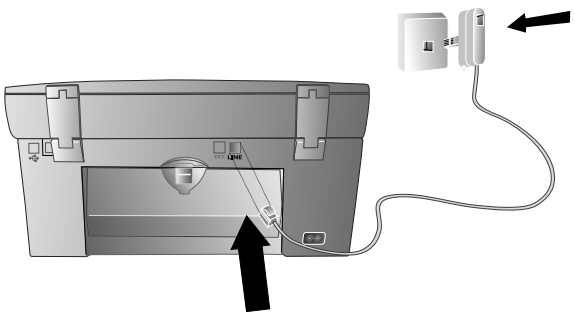
Position the document with the long edge against the back side of the scanner glass. Insert the paper into the paper tray with the short side out. This is particularly important for printing photos in the 10×15 format!



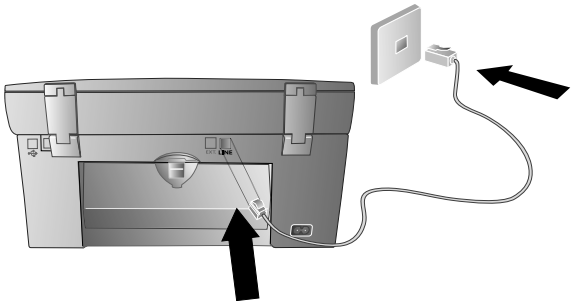
Connecting the Telephone Cord

Connect the telephone cord to the multifunction machine by inserting the small plug of the telephone cord into the socket designated by the word **LINE** on the rear side of the machine. Insert the telephone plug into your PTT line socket.

In GB

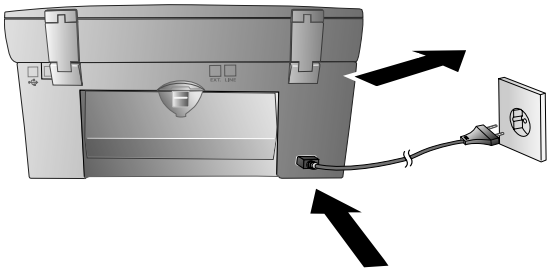


For all other countries



Connecting the Power Cord

Insert the small plug of the power cord into the power cord socket on the rear side of your machine. Connect the large plug to the wall power socket.



Once you have connected your multifunction machine to the power supply, it will lead you through the following basic configuration process. You can change these settings at any time (see chapter **Settings**).

When not in use, your multifunction machine switches to the energy saving Stand-by mode (see **Settings** / Energy Saving Mode).

Country Selection

1 Press **OK**.

2 Use ▲/▼ to select the country in which you are operating the machine.

3 Press **OK** twice.

Language Selection

1 Press **OK**.

2 Use ▲/▼ to select the desired display language.

3 Press **OK** twice.

Entering Telephone Number and Name

If you would like your telephone number and name to appear on outgoing messages as a sender identification (= header), enter your sender identification here:

You can suppress the header line for each type of message individually (see chapter **Fax** / Fax Settings or **SMS** / Changing the SMS Settings).

Number Entry

(max. 20 digits)

Entering numbers with the Crystal 650

Enter your telephone number using the number keypad, then press **OK**. You can enter special characters with the ⓪ button. Hold the button until the desired special character appears on the display:

Button	Character
⓪	0 + space

Entering numbers with the Crystal 660

Enter your telephone number using the number keypad, then press **OK**. (For a plus sign, press the ◉ button and **Q** on the letter keyboard at the same time. For a space, press the button ␣.)

Name Entry

(max. 20 characters)

Entering letters with the Crystal 650

You can also enter letters with the number keypad (see button labels). You can enter special characters with the ⓪ button. Hold down the respective button until the desired letter or special character appears on the display:

Button	Character
⓪	space . - 0 + ? / : % ! ( ) [ ]

If you have entered an incorrect number or letter, you can correct the entry with ▲/▼ and **C**. Press **OK** after completing the entry.

Entering letters with the Crystal 660

Fold open the cover for the letter keypad. To enter upper case letters, press ↑ and the desired key at the same time. The available special characters are printed above and to the right of the keypad buttons and can be entered by pressing the ◉ button simultaneously with the corresponding letter button (for example, press the ◉ button and ␣ at the same time to enter @). Press ␣ to enter a space.

If you have entered an incorrect number or letter, you can correct the entry with ▲/▼ and **C**. Press **OK** after completing the entry.

Entering the Date and Time

When the multifunction machine is in the starting mode, the date and time are shown on the display.

⚠ Note the order for entering the date and time: day—month—year—hour—minute (two digits).

1 Enter the date and time with the number keypad and confirm the entry with **OK** (e.g. press ⓪⑧ ⓪⑧ ⓪⑤ ①④ ⓪⓪ for August 8, 2005, 2:00 pm).

2 If you have entered an incorrect number, you can correct the entry with ▲/▼ and **C**.

3 Confirm with **OK**.

If the power supply is interrupted (e.g. after a power failure), you must enter the date and time again.

Inserting Cartridges

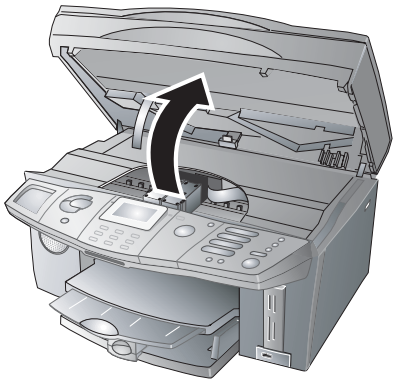
Ink cartridges must be installed in your multifunction machine for scanning, copying and printing. Two ink cartridges (black and colour) have been included with your machine to allow you to use these functions right away. The ink level memory for the cartridges is preset at the factory. You do not need a Plug'n'Print card to update the cartridges. For instructions on changing cartridges or inserting a photo cartridge, please consult the chapter **Troubleshooting**.

⚠ When first setting up your machine, only use the ink cartridges included in the package!

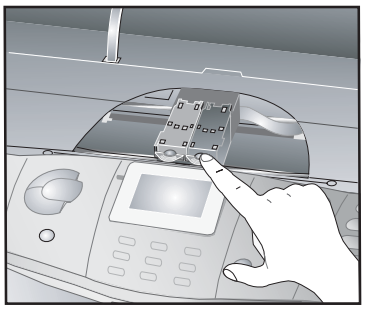
1 Crystal 660: Fold the colour display back to the original position.

Open the machine by taking hold of the moulded grip under the machine cover …

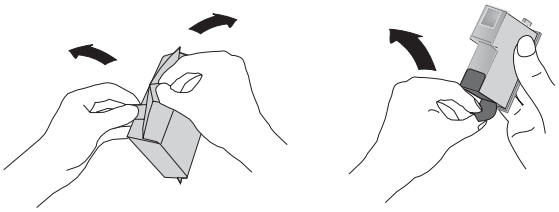
… and lifting the housing upward.



2 Press on the spring catch of the cartridge holder to open it.

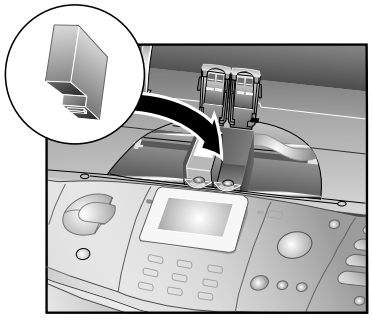


3 Take the ink cartridges out of the packaging, remove the packaging material and carefully pull off the protective strip.

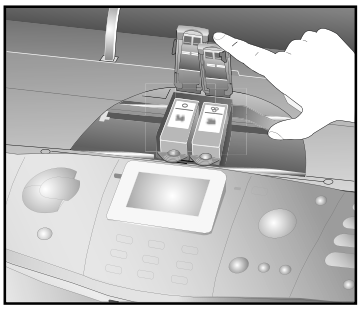


⚠ Please make certain that the protective strip has been completely removed. Be careful not to touch the nozzles or contacts.

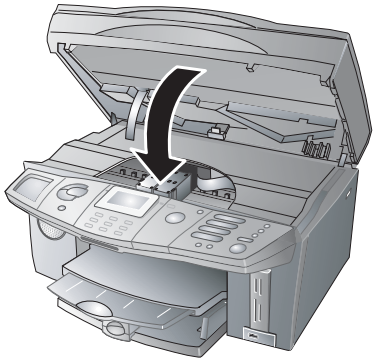
4 Insert the cartridges with the "nose" pointing down and tilted back at an angle; the **black cartridge** on the **left**, the **colour cartridge** on the **right**.



5 Close the holder. You will hear a click when the cover of the holder snaps into place.



6 Close the machine



⚠ If the error message CHANGE CARTRIDGE POSITIONS appears on the display, you have inserted the cartridges incorrectly. Open the machine and insert the cartridges correctly (see steps **1** to **6**).

Aligning Cartridges

Press **OK**. After the ink cartridges are inserted, your multifunction machine prints out a test page and automatically configures the correct parameters for the best possible printing result; this process can take some time. Remove the test page. This completes the installation process.

Connecting Additional Devices

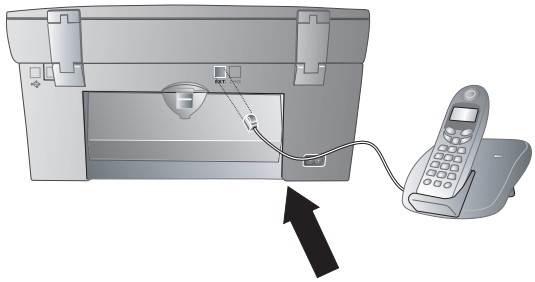
You can operate other devices on a telephone line in addition to your multifunction machine, for instance cordless telephones, answering machines, charge counters or modems.

If you are operating an additional cordless telephone on the same telephone line that is SMS/MMS-capable*****, it is not possible to predict with certainty whether SMS/MMS messages***** will be received on your multifunction machine or the cordless telephone. SMS/MMS reception***** is only possible on one device. Attempt to deactivate SMS/MMS reception***** on the additional cordless telephone. If this is not possible, do not connect an additional SMS/MMS-capable device***** to your multifunction machine in order to ensure proper functioning.

If you would like to use special peripheral equipment with your multifunction machine, you should contact a specialised dealer.

Connection to the Multifunction Machine

You can connect additional devices directly to your multifunction machine. Insert the telephone cord of the additional device into the **EXT**. socket on the back side of your multifunction machine.

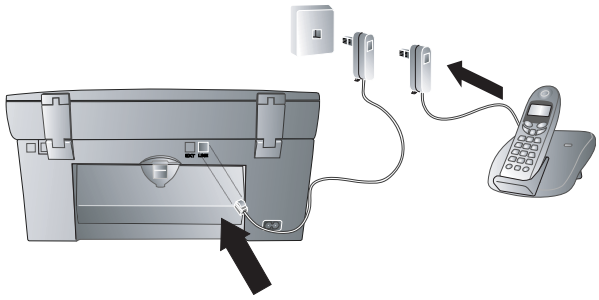


We recommend connecting additional devices directly to the multifunction machine because its built-in active fax switch will then function optimally and is capable of controlling the additional devices (see chapter **Fax Switch** / Setting the Fax Reception Mode).

Connection to the Telephone Line

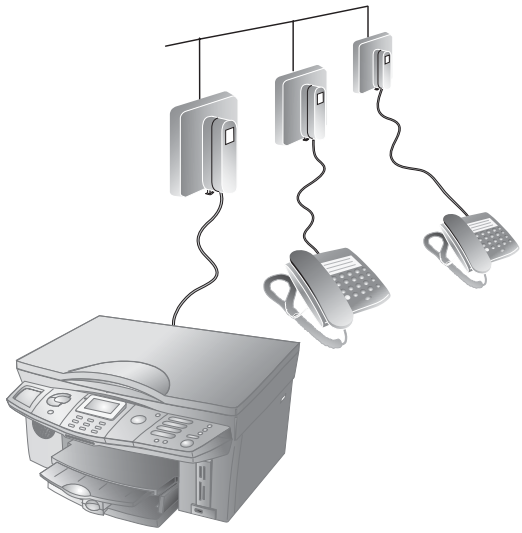
If you connect additional telecommunications devices to the same telephone wall socket, make sure the multifunction machine is the first device connected to the line.

In GB

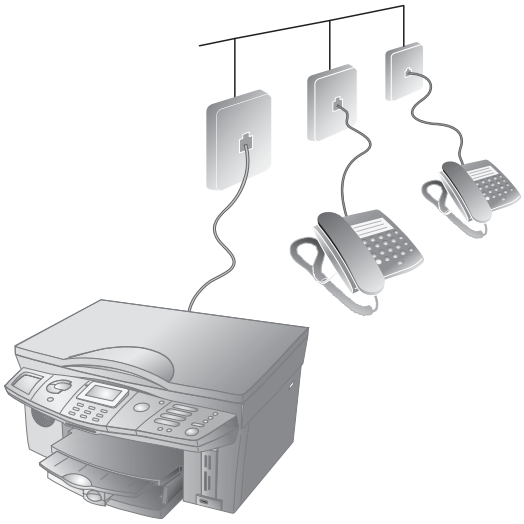


* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)

You can connect additional devices to separate sockets on the same line even if they are in different rooms.



For all other countries



DSL Connection

In the event that you use a DSL modem: Connect the multifunction machine **after** the modem! For additional information, please consult the user manual of your DSL system.

ISDN Connection

Details for ISDN connections can be found in the instructions provided with the terminal adapter or the dial-up router.

2. Settings

Press **MENU/OK** and ②⑨. You will receive a printout of the menu functions of your machine; an additional sheet provides information about the current settings.

There are two ways to access functions in the menu:

If your machine is in energy saving Stand-by mode, press any button to return to the operating mode; only then can you access the functions (see Energy Saving Mode).

1 Access a menu function, by pressing **MENU/OK** and page through the menu entries with ▲/▼. The selected function is marked with an arrow ❯ (Crystal 650) or by a coloured bar (Crystal 660). Confirm with **OK** to select a menu function.

2 Access a menu function directly by pressing **MENU/OK** and entering the corresponding menu numbers with the number keypad. Direct menu access offers a quick and simple method for selecting functions.

Return to the last menu entry with **C**; return to the starting mode with ⓧ.

If you would like to change the current settings, the following functions are available:

Entering the Date and Time

1 Press **MENU/OK** and ②①.

2 Enter the date and time, and save the settings with **OK** (see chapter **Installation** / Entering the Date and Time).

If the power supply is interrupted (e.g. after a power failure), you must enter the date and time again.

Entering Telephone Number and Name

1 Press **MENU/OK** and ②②.

2 Enter your telephone number and your name, then save with **OK** (see chapter **Installation** / Entering Telephone Number and Name).

Your name and number are sent on the top edge of every page (= header) together with the date, time and page number if you have saved this information with the functions 21 and 22.

Setting Country and Language

Here you can specify the local telephone network and display language.

1 Press **MENU/OK** and ②⑧①. Use ▲/▼ to select the country in which you operate your multifunction machine and confirm with **OK**. Always set the country, otherwise your machine is not configured for the local telephone network.

2 Set the desired language by pressing **MENU/OK** and②⑧②. Use ▲/▼ to select the language and confirm with **OK**.

ISDN Connection

Your multifunction machine is not an ISDN device (group 4), it is an analogue device (group 3). For this reason, it cannot be operated directly on an ISDN connection; either an (analogue) adapter or an ISDN system with connections for analogue devices is required for this. For additional information, please consult the operating instructions of your ISDN system or ask your telephone service provider.

Private Branch Exchange (PABX)

Private branch exchanges are typical in many offices and private households. To obtain a connection to the local telephone network from such a line (extension), you must dial an outside line access code.

An additional telephone connected together with the multifunction machine on one telephone line is not considered an extension!

Configure the following settings if you would like to operate your multifunction machine on a PABX:

1 Press **MENU/OK** and ②③①. Use ▲/▼ to select PABX:YES and confirm with **OK**.

2 Use ▲/▼ to select the function 232 PREFIX and press **OK**.

3 Enter the number of digits for designating an external telephone number. The necessary number depends on the internal telephone number organisation of your telephone system (e.g. if you use four-digit extension numbers, you must enter ⑤). Confirm with **OK**.

4 Enter the outside line access code that is required in order to reach the public telephone network. This is usually ⓪. Confirm with **OK**.

With this setting, it is not necessary to enter the outside line access code when you dial an external number. The machine will automatically add the outside line access code in front of numbers that are longer than the configured direct dial numbers.

For older telephone systems, the outside line access code can be (R) (also called FLASH). Press **PAUSE/R** to enter the outside line access code (R). Confirm with **OK**.

If (R) is indicated in your PABX as the outside line access code but it is still not possible to obtain an outside line, your system does not correspond to the newest standard. If necessary, you may want to ask your telephone system provider.

Calling Line Identification (CLIP)

(Crystal 660)

For incoming calls, your multifunction machine shows the number and name of the caller on the display. To make use of this function, Calling Line Identification Presentation (CLIP) must be enabled for your telephone line. Contact your telephone company to inquire about whether or not this additional function is available for your line. Caller identification may be associated with a fee. Contact your telephone company (depending on country and network).

Your machine will display the name you have saved for the subscriber in the machine's telephone book.

The number and name will not be shown if the caller suppresses his number.

If you receive a telephone call during your absence, the symbol will appear on the display. Your multifunction machine saves the last ten calls in the redial list. You can use the redial list for entering telephone numbers:

1. Press /. A list of the last ten calls appears on the display (marked by).
2. Use ▲/▼ to select an entry. New entries are marked with a star "*".
3. Start the message transmission as described in the corresponding chapters (see chapter **Fax**, **Text2Fax**, **SMS**, **MMS**).

If you have set the number of rings to zero (0) (see chapter **Fax Switch** / Setting the Fax Reception Mode), the telephone numbers of callers will not be displayed on additional connected telephones.

Energy Saving Mode

With the standard settings, your multifunction machine switches to the energy saving Stand-by mode when not in use. If you press any button or receive a message or a call, your machine switches immediately from stand-by mode to operating mode. Only in starting mode can you enter information or access functions.

Crystal 660: The colour display illumination is switched off in Stand-by mode to save power.

3. Crystal Image

Your multifunction machine has the image and text enhancement function Crystal Image with which you can achieve optimal printing and copying quality for your image files and documents—both in colour and in black-and-white.

Crystal Image functions independently from a PC!

Crystal Image consists of three components that can be used depending on the specific requirements:

- Text enhancement (in colour or black-and-white)
- Image enhancement (in colour or black-and-white)
- Red eye reduction

Red eye reduction is a complex process and can take some time. Confirm the query RED EYE on the display only if needed with REDUCTION.

Using Crystal Image

Crystal Image text and image enhancement can be used on documents that you have scanned with the flatbed scanner, loaded from a memory card or transferred for printing via Bluetooth* or Infrared*. You can also use Crystal Image for PictBridge print jobs.

Transfer the image files that you have enhanced with Crystal Image to the inserted memory card to save them for later use (see chapter **Photo Printer** / Transferring a Scan to a Memory Card).

Crystal Image automatically performs all adjustments and corrections with regard to image sharpness, colour management and contrast in order to obtain the best possible printing quality. Exposure errors are also corrected (underexposed images are brightened or parts of the image with extremely different contrasts are brought into balance). The red eye reduction retouches "red eyes" in flash photographs.

Activating Crystal Image

1. At the start of the print or copy job press the button on the panel. When Crystal Image is activated, the button glows blue.
2. Follow the steps for the specific application (see chapter **Copier**, **Photo Printer**).
3. If you would like to retouch "red eyes", use ▲/▼ to select REDUCTION, and confirm with **OK**.
4. Start the print or copy order as described for the specific applications (see chapter **Copier**, **Photo Printer**).
5. Wait until the data for the Crystal Image quality enhancement have been processed. During this process, the Crystal Image light blinks blue.

With Crystal Image, you can print out **one photo per page**. The format option 10×15→A4 (= two 10×15 photos on A4) and multiple printouts (e.g. index printout) are therefore not possible.

Deactivating Crystal Image

After completing the print or copy order, press the button to deactivate the Crystal Image function. The blue light goes out. Your multifunction machine automatically returns to the last configured settings or to the standard settings.

Printing photos with Crystal Image

For printing photos with Crystal Image enhancement, we recommend using photo paper (see chapter **Installation** / Loading Printing Media / Loading Photo Paper) combined with photo cartridges (see chapter **Troubleshooting** / Inserting Photo Cartridge).

* Bluetooth is optional and functions only with an original adapter available through our order service (see back page of this user manual). More information: **www.fax.philips.com** Infrared-interface—Crystal 660

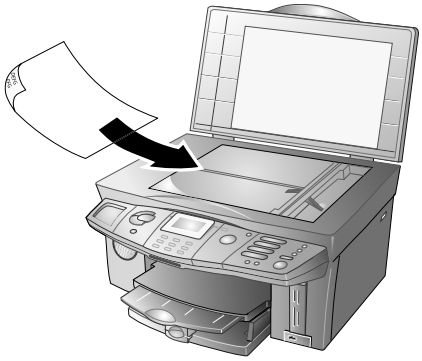
4. Copier

With your multifunction machine, you can create high quality colour and black-and-white copies on various paper types and formats. You can either copy automatically—in other words, using the factory settings—or you can use custom settings.

Use the image and text enhancement function Crystal Image to create quality copies in colour or black-and-white. At the start of the copy process, press the ▽ button to activate Crystal Image (see chapter **Crystal Image**).

Making Copies with the Factory Settings

1 Lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents).



2 Press one of the two buttons (copy in colour or black-and-white) **twice**. The copy is created.

Making Copies with Custom Settings

1 Lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents).

2 Press one of the two buttons (copy in colour or black-and-white) **once**. You have the following options available:

3 Use the number keypad (or use ▲/▼) to enter the desired number of copies (① to ⑨⑨) and confirm with **OK**. COPIES 1

4 You have a higher resolution available to you for copying than you have for fax transmissions. Select the desired resolution with ▲/▼:

DRAFT—For documents without drawings or details. This is the fastest setting for copying. However, the printing quality may appear worse. Confirm with **OK**.

NORMAL—For documents with small print or drawings. This setting is the best option for most copying needs. Confirm with **OK**.

QUALITY—For the highest resolution. The copy process is slower than with the other two settings. This setting produces the highest printing quality for image files or photos. Confirm with **OK**.

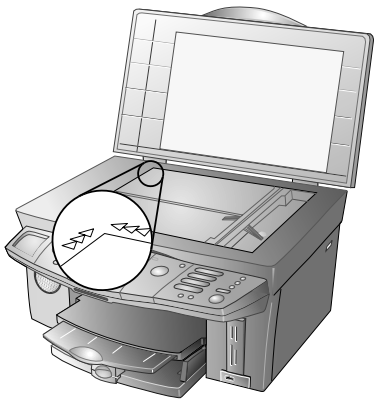
For the special requirements of printing high quality photos, we recommend using photo paper (see chapter **Installation** / Loading Printing Media / Loading Photo Paper) combined with photo cartridges (see section **Troubleshooting** / Inserting Photo Cartridges).

5 Under SCAN SIZE use ▲/▼ to select the format of the loaded document and confirm with **OK**. 10×15 CM

6 Under PAPER SIZE use ▲/▼ to select the format of the desired printing medium and confirm with **OK**. 10×15 CM

7 If the scan and paper formats are the same (see steps **5** and **6**), you can copy a document scaled to as small as 25 % of the original size or magnified as large as 400 %. The proportions of the original are retained. Enter the desired value using the number keypad (or with ▲/▼) and confirm with **OK**. ZOOM 250%

Align the document with the rear left corner of the scanner glass.



If you would like to copy a detail (such as a graphic) of your document, position the document such that the corner of the detail is up against the origin. Using the zoom function, you can separate the desired area from rest of the document.

8 <u>For a colour copy:</u> Use ▲/▼ to set the saturation (colour density). The saturation is measured in relation to the contrast: **−** diminishes the colours (down to the grey range), **+** intensifies the colours. Confirm with **OK**.

9 Use ▲/▼ to set the brightness of the copy: **−** darkens the copy; **+** brightens the copy. Confirm with **OK**.

10 Use ▲/▼ to select whether you want to copy onto normal or coated paper, photo paper or a transparency. Confirm with **OK**. PHOTO

The printing result also depends on the printing medium used. Use appropriate paper to achieve the best results.

11 For colour copy with Crystal Image: If you want Crystal Image to implement the red eye reduction, use ▲/▼ to select REDUCTION and confirm with **OK**.

Red eye reduction is a complex process and can take some time. Confirm the query only when needed.

12 The copy is created with the defined custom settings.

Press (or the ◇ button), to start the copying from any step in the process. With the ⊘ button, you can cancel the copy process and return to the starting mode.

Changing the Copy Settings

All custom settings are reset to the factory settings after the copy is created, unless you save them as the new standard settings.

Setting the Resolution

1 The standard setting for the resolution (factory setting: NORMAL) can be changed by pressing **MENU/OK** and ②⑤①.

2 Use ▲/▼ to select the desired resolution and confirm with **OK**. QUALITY

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Setting the scan format

1 The standard setting for the scan format can be changed by pressing **MENU/OK** and ②⑤②.

2 Use ▲/▼ to select the format of the loaded document. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Setting the Zoom Parameter

1 The standard setting for the zoom function (factory setting: 100%) can be changed by pressing **MENU/OK** and ②⑤③.

2 Use ▲/▼ to select the scaling value (25%—400%), or set the scaling value yourself. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Setting the Saturation

(for colour copies)

The saturation is measured in relation to the contrast: **−** diminishes the colour (down to the grey range), **+** intensifies the colour.

1 The standard setting for the saturation (factory setting: medium saturation) can be changed by pressing **MENU/OK** and ②⑤④.

2 Use ▲/▼ to select the desired colour intensity. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Setting the Brightness

− makes the printout darker, **+** brightens the printout.

1 The standard setting for brightness (factory setting: medium brightness) can be changed by pressing **MENU/OK** and ②⑤⑤.

2 Use ▲/▼ to select the desired level of brightness. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Reducing the Moire effect

You can copy your document with double resolution in order to prevent stripes (= Moire effect) appearing on your printout.

1 Press **MENU/OK** and ②⑤⑥.

2 Use ▲/▼ to select REDUCTION, and confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

5. Photo Printer

Your multifunction machine has all the features and connections to be used as a fully functional photo printer. You can print your digital photos from a memory card or directly from a digital camera. You can also send image files for printing via Bluetooth* or Infrared*.

If you have installed the included software package and connected your machine to a PC, you can manage image files on the PC and print them from there (see section **PC Functions** / Using Companion Suite IH / Printing).

Requirements

Supported Photo Media

Numerous paper types are available for printing out your photos. You can also select the format BORDERLESS as a special option to print out your digital photos using the entire paper area.

The following format options are available for your image files:

- 10×15 STANDARD
- 10×15 BORDERL.
- 10×15→A4 (two 10×15 photos on A4)
- A4 STANDARD
- A4 BORDERLESS

With borderless printing, your multifunction machine will remove the image margin, if necessary, to create a borderless printout while retaining the original proportions.

After printing a photo on 10×15 format, load A4 or letter paper into the paper tray; otherwise incoming faxes will not be printed out completely. (Set the paper format and the paper type with the functions 241 and 242 so that your multifunction machine recognises the type of paper loaded.)

Photo formats are measured in inches. The typical product names are rounded values. Take note of the inch values in connection with standardised photo accessories.

Product Name (cm)	Millimetre-Format	Inch-Format
10×15	102×152	4×6

With Bluetooth* or Infrared*, you can transfer up to 24 image files to the multifunction machine. The data will be lost in the event of a power failure.

For the special requirements of printing high quality photos, we recommend using photo paper (see chapter **Installation** / Loading Printing Media / Loading Photo Paper) combined with photo cartridges (see chapter **Troubleshooting** / Inserting Photo Cartridges).

You can order original photo paper from our order service (see the back side of this user manual).

Supported Image Files

You can use image files that satisfy the following requirements:

Media Format	DCF (Design Rule for Camera File System) compatible (Version 1.0)
File Format	JPG (JPEG) format BASELINE
Image Size	up to 3 MB
Detectable Files	up to 999

Using Photo storage media

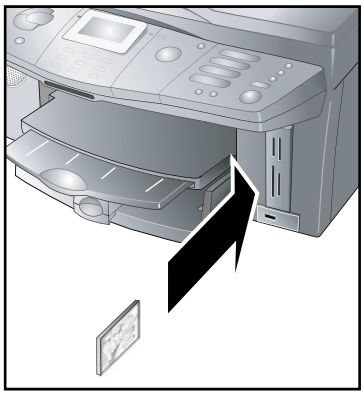
Inserting a Memory Card

If your digital camera uses a memory card for saving the image files, you can insert this into your multifunction machine and print out the image files—assuming that the memory card is compatible with the machine. It is also possible to scan in a photo with the flatbed scanner and transfer the scan to the inserted memory card (see Transferring a Scan to a Memory Card).

Compatible Memory Cards

Your multifunction machine supports the following memory cards: CompactFlash (I, II), SmartMedia, MultiMedia Card (MMC), Secure Digital, Memory Stick, Memory Stick Duo (Pro), Memory Stick Pro, Microdrive, XD-Picture-Card. Four slots are available; take note of the configuration of the slots:

Upper Left	Memory Stick, Memory Stick Duo (Pro), Memory Stick Pro
Upper Right	MultiMedia Card (MMC), Secure Digital (SD)
Lower Left	CompactFlash (I, II), Microdrive
Lower Right	XD-Picture-Card, SmartMedia (SM-Card)



* Bluetooth is optional and functions only with an original adapter available through our order service (see back page of this user manual). More information: **www.fax.philips.com** Infrared-interface—Crystal 660

Read the user manual of your memory card carefully to ensure proper use and to learn about the capabilities and requirements.

For the Memory Stick Duo (Pro), you need an adapter (generally included with the memory card).

Instruction on the Use of Memory Cards

◆ Never use force to insert the memory card into the slot, note the correct insertion direction (see also the information printed on the machine near the slot).

◆ Do not use more than one storage medium at a time!

◆ If your multifunction machine cannot read the inserted memory card, check whether you have used a compatible memory card and whether you have inserted the memory card correctly.

◆ Only pull out the inserted memory card once the multifunction machine has executed the print job (see chapter **Safety Instructions** / Photo Memory Media).

With function 84 you can load the memory contents of the inserted memory card at any time, even if you have left the photo menu and the machine is in the starting mode. Press **MENU/OK** and ⑧④.

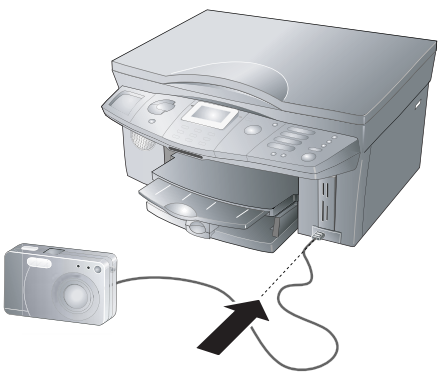
Directly Connecting a Digital Camera

Your multifunction machine is compatible with digital cameras of the mass storage class and imaging class and supports the PictBridge standard.

Read the user manual for your digital camera carefully to ensure proper use and to learn about the capabilities and requirements.

The power load on all USB ports may not exceed 0.7 amperes to ensure USB functionality. **Do not connect more than one high-power device to your multifunction machine at a time**.

Connect the digital camera with a USB cable (usually included with your digital camera) to the front USB port of your multifunction machine.



Connect your digital camera to your multifunction machine only once all pending print orders are completed and the machine is in the starting mode.

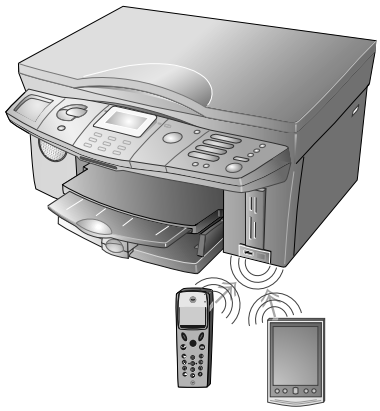
With function 85 you can load the contents of your connected digital camera (mass storage class) even if you have left the photo menu and the machine is in the starting mode. Press **MENU/OK** and ⑧⑤.

Transmitting Image Files via Infrared

(Crystal 660)

You can send files to your multifunction machine for printing from all devices (e.g. camera phones, handhelds) with an infrared interface (OBEX-protocol).

1 Position your infrared-capable device such that both infrared ports face each other.



Ensure that the distance does not exceed 20 cm and that the angle of your device to the multifunction machine is no greater than about 15°.

Never use more than one storage medium at a time!

2 On the mobile device, select the image files you would like to send. Please consult the user manual of your mobile device for precise instructions.

3 Confirm with **OK** to access the photo menu of your multifunction machine (see Printing Image Files from the Photo Menu).

The infrared function is activated at the factory. You can deactivate the infrared function by pressing **MENU/OK** and ⑨④① on your multifunction machine. Use ▲/▼ to select OFF and confirm with **OK**.

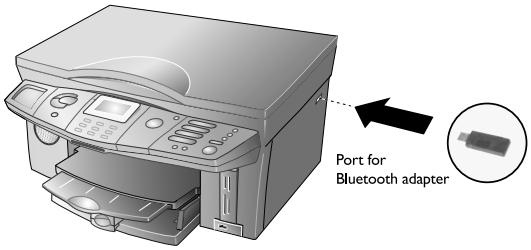
Transmitting Image Files via Bluetooth

You can send files to your multifunction machine for printing from all devices (e.g. camera phones, handhelds) that are Bluetooth-capable (OBEX protocol).

⚠ Bluetooth is optional and functions only with an original adapter, which you can purchase through our order service (see the back page of this user manual). More information: **www.fax.philips.com**

1 Activate Bluetooth on your multifunction machine by pressing **MENU/OK** and ⑨③①. Use ▲/▼ to select ON and confirm with **OK**.

2 Connect the original Bluetooth adapter to the USB port on the side of your multifunction machine.



⚠ The power load on all USB ports may not exceed 0.7 amperes to ensure USB functionality. **Do not connect more than one high-power device to your multifunction machine at a time**.

Never use more than one storage medium at a time!

For good transmission performance, the distance between the devices should not exceed 10 m.

3 Activate Bluetooth on your mobile device and enter the preset password (= 1234) for your Bluetooth connection.

Optional: If you would like to protect the Bluetooth connection with a different password, press **MENU/OK** and ⑨③② on your multifunction machine. Enter the new password and confirm with **OK**.

4 On the mobile device, select the image files you would like to send. Please consult the user manual of your mobile device for precise instructions.

5 Confirm with **OK** to access the photo menu of your multifunction machine (see also Printing Image Files from the Photo Menu).

Reading Image Files

After you have established the data transmission in one of the ways described above, a message appears on the display indicating the number of image files your multifunction machine has detected (up to 999). Your multifunction machine automatically detects existing DPOF files and PictBridge signals. You can also print out your photos from the photo menu.

For large amounts of data, reading of the photos may take a few moments.

Printing DPOF Files

Your multifunction machine meets the DPOF (Direct Print Order Format) standard (file format 1.10). With the digital print order format DPOF you can select photos for printing directly on your digital camera and configure the desired settings. The machine reads the DPOF files on the memory card and detects which photos have been selected for printing. If you print DPOF files with your multifunction machine, the print settings of your machine are overwritten, i.e. the selected image files are printed with the DOPF settings configured on the digital camera.

⚠ If your multifunction machine does not support any of the configured DPOF options, the display will show possible print settings or the print job will not be executed. Please note the printing parameters of your multifunction machine (see Requirements).

1 Start the DPOF printout by confirming PRINT DPOF with **OK** on your multifunction machine.

2 Use ▲/▼ to select the desired paper format of the printout and confirm with **OK**. 10×15 CM

3 Use ▲/▼ to select whether you want to use normal or coated paper, photo paper or a transparency. Confirm the selected paper type with **OK**. PHOTO

4 For Colour printout with Crystal Image: If you want Crystal Image to implement the red eye reduction, use ▲/▼ to select REDUCTION and confirm with **OK**.

5 Your multifunction machine starts printing.

If you would like to access the print settings of your multifunction machine, you can load the photo menu by using ▲/▼ to select PHOTO MENU and confirming with **OK**.

* Bluetooth is optional and function only with an original adapter available through our order service (see back page of this user manual). More information: **www.fax.philips.com**

Printing Image Files from the Photo Menu

The photo menu of your multifunctionmachine offers the following functions:

1	PRINT INDEX
2	PRINT PICTURES
3	SLIDESHOW (Crystal 660)
4	SCAN TO CARD
5	ANALYSE MEDIA
6	EXIT

Index Printout

With the index function, your multifunction machine prints thumbnail views of the digital photos and assigns each image a unique index number that can be used to quickly and easily select photos for printing.

⚠ It is only possible to create an index thumbnail of an image file if the storage medium provides the required EXIF information.

The index number may differ from the number or name on your storage medium! Each change (such as adding or deleting photos on the storage medium) requires a new index printout in order to obtain the current index numbers for selecting photos (see Reanalysing Image Files).

1 In the photo menu, use ▲/▼ to select PRINT INDEX, and press **OK**. Use ▲/▼ to select from the following options:

ALL—Press **OK**. An index of all detected photos is printed.

LATEST 24—Press **OK**. An index of the last 24 photos taken is printed.

RANGE—Press **OK**. Individually set the series of photos for the index printout: Use the number keypad to enter the number for the first photo and confirm with **OK**. Then enter the number of the last photo of your index printout. Confirm with **OK**.

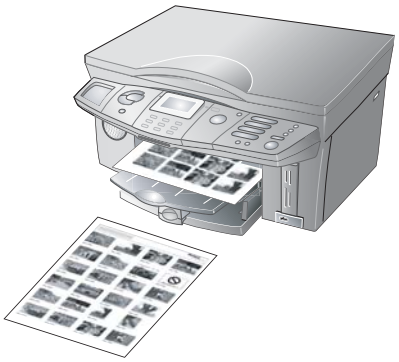
24 index images fit on one A4 page. If more than 24 photos are contained on your storage medium, you can use the RANGE function to divide the memory contents onto multiple user-defined index pages.

Crystal 660: Your multifunction machine displays the detected photos on the display. You can page through the photos with ▲/▼. Press **OK** to select one or more image files for printing. The selected photo is marked with a coloured border.

2 Use the number keypad (or ▲/▼) to enter the desired number of copies (① to ⑨⑨) and confirm with **OK**. NO. OF COPIES 1

3 Use ▲/▼ to select whether you want to use normal or coated paper, photo paper or a transparency. Confirm with **OK** (or with 🖹 or the ◈ button).

4 Your multifunction machine starts the index printout.



Return to the last menu entry with **C**. You may terminate the print job with the ⓥ button. The page is ejected.

Printing Image Files

Use the photo and text enhancement function Crystal Image to create quality printouts in colour or black-and-white. At the start of the printing process, press the ▽ button to activate Crystal Image (see chapter **Crystal Image**).

1 In the photo menu, use ▲/▼ to select PRINT PICTURES and confirm with **OK**. Use ▲/▼ to select from the following options:

ALL—Press **OK** to print all detected photos.

RANGE—Press **OK.** Individually set the series of photos for the printout: Use the number keypad to enter the number for the first photo and confirm with **OK**. Then enter the number of the last photo of your printout. Confirm with **OK**.

SELECTED—Use ▲/▼ to select one or more photos for printing. The selected photos are marked with an arrow "**>**" (Crystal 650) or with a coloured border (Crystal 660). Add additional photos with **OK**. If you would like to delete a photo, load it with ▲/▼ and press **OK** again; the photo is removed from the selection. End the selection process with 🖹 or ◈.

If you are not certain which number corresponds to which photo, first create an index printout (see Index Printout).

2 Use the number keypad (or ▲/▼) to enter the desired number of copies (① to ⑨⑨) and confirm with **OK**. NO. OF COPIES 1

3 Use ▲/▼ to select the desired paper format and confirm with **OK**. 10×15 BORDERL.

4 Use ▲/▼ to select whether you want to use normal or coated paper, photo paper or a transparency. Confirm with **OK**. (or with 🖹 or the ◈ button) PHOTO

5 For Colour printout with Crystal Image: If you want Crystal Image to implement the red eye reduction, use ▲/▼ to select REDUCTION and confirm with **OK**.

Red eye reduction is a complex process and can take some time. Confirm the query only when needed.

6 Your multifunction machine starts the printing with the user-defined settings.

Return to the last menu entry with **C**. You may terminate the print job with ⊘. The page is ejected.

PictBridge-Directly Printing Files

Your multifunction machine meets the PictBridge standard. With PictBridge, the digital camera directly access the photo printer. If you have connected a PictBridge compatible digital camera to the multifunction machine, the message PICT BRIDGE appears on the display. The PictBridge function displays the print settings supported by the multifunction machine (resolution, paper format and type, file format, Crystal Image image enhancement, etc.) on the display of your digital camera.

Perform all the required steps on the digital camera. Start the PictBridge printout directly from your digital camera.

Connect the power supply of the digital camera during the direct printing or make certain that the battery is fully charged to prevent loss of data.

Do not disconnect the USB connection until the multifunction machine has completed all print orders (see chapter Safety Instructions / Photo Memory Media).

Slideshow

(Crystal 660)

With this function, all photos detected on the storage medium are shown on the colour display for five seconds each.

Activate the function by using ▲/▼ in the photo menu to select SLIDESHOW and confirm with **OK**. The slideshow is started. After all the photos have been displayed, the machine returns to the photo menu.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

⚠ It is only possible to display an image file if the storage medium provides the required EXIF information.

Transferring a Scan to a Memory Card*

With this function, you can scan a document with the flatbed scanner and transfer the scan to the inserted memory card.

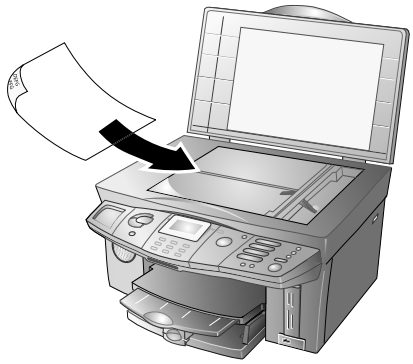
Use the image and text enhancement function Crystal Image to create a quality scan of the document (in colour or black-and-white). Press the ◈ button to activate Crystal Image (for more detailed information, see chapter **Crystal Image**).

1 Insert the memory card into your multifunction machine (see Using Photo Storage Media).

2 In the photo menu, use ▲/▼ to select SCAN TO CARD and confirm with **OK**.

You can also access this function directly by pressing **MENU/OK** and ⑧⑥.

3 Lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents) and confirm INSERT DOCUMENT with **OK**.



4 Use ▲/▼ to select the desired paper format for the scan and confirm with **OK**. 10×15 CM

5 Select the resolution. Depending on the document requirements, use ▲/▼ to change the standard settings for the current scan:

TEXT—For documents without drawings or details

NORMAL—For documents with small print or drawings

PHOTO—For the maximum resolution

Confirm with **OK**.

6 Use ▲/▼ to select the quality with which you would like to save the scan:

LOW—The scan is saved with low quality and requires less memory space.

MEDIUM—The scan is saved with average quality.

HIGH—The scan is saved with high quality and requires more memory space.

Confirm with **OK**.

* Transferring a Scan to a Memory Card— It is possible that individual functions are not yet activated for your machine firmware. Update the firmware of your machine (see section **PC Functions** / Using COMPANION SUITE IH / Firmware Update).

7 For Colour scan with Crystal Image: If you want Crystal Image to implement the red eye reduction, use ▲/▼ to select REDUCTION and confirm with **OK**.

Red eye reduction is a complex process and can take some time. Confirm the query only when needed.

8 The scan is created and transferred to the inserted memory card. Only remove the memory card after the data transfer is complete, otherwise data could be lost.

The file name is assigned according to the DCF (Design Rule for Camera File System) standard.

If you have not inserted a memory card (if you have accessed the function via the menu, for example), an error message appears on the display asking you to insert a memory card.

If the data transfer does not function, it may be that your memory card is write-protected.

Reanalysing Image Files

If you make changes after the data transfer and reading of the image files (e.g. if you add or delete photos using the PC), you must read in the image files again in order to obtain the current index numbers for selecting the photos.

In the photo menu, use ▲/▼ to select ANALYSE MEDIA and press **OK**. The multifunction machine analyses the modified image files and reassigns the image numbers.

Removing Storage Media

Never disconnect the connection between your multifunction machine and the storage medium during a data transfer or printing of a photo! Wait until all print jobs are completed (see chapter **Saftety Instructions** / Photo Memory Media).

1 If you would like to leave the photo menu, use ▲/▼ to select EXIT and confirm with **OK**.

2 It is now safe to disconnect the connection between the storage medium and the multifunction machine by pulling out the memory card or the USB cable.

Editing Memory Card Contents on the PC

You can edit and manage image files from the PC using the card reader of your multifunction machine.

1 Connect the machine to your PC with a USB cable (see section **PC Functions** / Installing the Driver and Software).

2 Insert the memory card into your multifunction machine (see Inserting Memory Cards). The storage medium appears as a removable drive on the PC in Windows Explorer. Access this drive to add, copy, move, save or delete images.

You can edit photos directly on the memory card with an image editing program (e.g. Photo Impression).

3 Only remove the inserted memory card after you have disconnected the connection; otherwise, data may be lost. In Windows Explorer, right-click on the removable drive and disconnect the connection. The removable drive no longer appears in Windows Explorer.

Changing Printer Settings

You can change the factory settings with the following functions.

We recommend changing the standard settings only in event of frequent use.

Setting the Paper Format

1 The standard setting for the paper format (factory setting: A4) can be changed by pressing **MENU/OK** and ②④①.

2 Use ▲/▼ to select the desired paper format and confirm with **OK**. 10×15 CM

Return to the last menu entry with **C**; return to the starting mode with ⓥ button.

Setting the Paper Type

1 The standard setting for the loaded paper type (factory setting: NORMAL) can be changed by pressing **MENU/OK** and ②④②.

2 Use ▲/▼ to select the desired paper type and confirm with **OK**. COATED

Return to the last menu entry with **C**; return to the starting mode with ⓥ button.

6. Telephone Book

You can create individual entries (with name and the associated number or e-mail address*) and groups (consisting of multiple entries) in the telephone book. The memory will hold up to 50 entries (Crystal 650) or 200 entries (Crystal 660).

If you have installed the included software package and connected your machine to a PC, you can transfer the telephone book to the PC and edit it there (see section **PC Functions** / Using Companion Suite IH / Telephone Book).

Creating Entries

1 Press **MENU/OK** and ①①.

2 Use the keypad to enter a name (max. 20 characters). (For information on entering characters on your machine, see chapter **Installation** / Entering Telephone Number and Name.) Confirm with **OK**.

3 Use the number keypad to enter a telephone number (e.g. fixed network or mobile number with max. 30 numbers) or use numbers from the redial list by pressing ●/⁂ and selecting the desired number with ▲/▼. Confirm with **OK**.

If you register a long distance number, you may need to insert a dialling pause. The position and length of the pause depend on your specific telephone system. Press **PAUSE/R** to enter a dialling pause (-).

4 Crystal 660: You can also enter an e-mail address of up to 30 digits and characters. Press **OK**.

⚠ Please note that e-mail addresses cannot contain any spaces!

The entry is saved. Your multifunction machine automatically sorts the contacts in the telephone book alphabetically (= telephone book index).

You can select a speed for fax transmissions (see section **PC Functions** / Using Companion Suite IH / Fax)

Creating Groups

You can collect multiple entries of the telephone book into groups, for instance to send a message to multiple persons. Your multifunction machine can save up to ten groups.

1 Press **MENU/OK** and ①②.

2 Enter a group name (max. 20 characters). (For information on entering characters on your machine, see chapter **Installation** / Entering Telephone Number and Name.) Confirm with **OK**.

3 Load the a telephone book entry by entering the initial letters on the keypad or selecting the desired entry with ▲/▼. Press **OK** to add the entry to the group. Repeat the process until all members of the group have been added. The selected entries are marked with an arrow "›". End the selection with the ◈ button (or the 🕮 button).

If you would like to delete an entry, load it with ▲/▼ and press **OK** again; the entry is removed from the selection.

Entries you have added to a group are marked in the telephone book with ‹L›. You do not need to include the ‹L› in the alphabetic quick search.

Editing Entries and Groups

1 Press **MENU/OK** and ①③.

2 Load a telephone book entry by entering the initial letters on the keypad or selecting the desired entry with ▲/▼. Press **OK**.

3 Correct the entry and form each step with **OK**. Use ▲/▼ to move the cursor within the entry; you can delete characters with **C**.

Deleting Entries and Groups

1 Press **MENU/OK** and ①④.

2 Load a telephone book entry by entering the initial letters on the keypad or selecting the desired entry with ▲/▼. Press **OK**.

3 Confirm the deletion of the entry or group with **OK**.

Please note that this not only deletes entries from the telephone book, but also any links to a group or a speed dialling button*.

Searching for Entries

Use the option for alphabetic quick search. Press the 🕮 button (while in the starting mode) and enter the first letter of the entry or group using the keypad. For a large telephone book, you can reduce the number of hits by entering additional letters.

* e-mail— It is possible that individual functions are not yet activated for your machine firmware. Update the firmware of your machine (see section **PC Functions** / Using Companion Suite IH / Firmware Update).

Using the Telephone Book

If you would like to send a message (Fax/Text2Fax/SMS/MMS*), you can quickly and easily select the recipient from the telephone book:

1 Press the 📖 button.

2 Load the desired telephone book entry by entering the initial letters on the keypad or selecting the desired entry with ▲/▼. Confirm with **OK**.

3 Start the transmission (for example, press the ◇ button for a fax transmission) or follow the additional steps for the respective application (see chapter **SMS**, **MMS**, **Text2Fax**).

Speed Dialling (A—I)

(Crystal 650)

In addition to the telephone book, nine speed dialling buttons are available for frequently dialled numbers.

Assigning Speed Dialling Entries

1 Select **MENU/OK** and ①⑤.

2 Press the speed dialling button (**A**—**I**) you would like to assign to the entry. Press **OK**.

3 Confirm ADD NAME with **OK** and manually create the entry (see also Creating Entries) or use ▲/▼ to select DIRECTORY and use ▲/▼ to select an entry from the list then confirm with **OK**.

Please note that the selected speed dialling button may already be assigned (see Overwriting Speed Dialling Entries).

Editing Speed Dialling Entries

1 Select **MENU/OK** and ①⑤.

2 Press the speed dialling button (**A**—**I**) you would like to edit. Press **OK**.

3 Confirm OVERWRITE with **OK**.

4 Confirm MODIFY with **OK**. Correct the entry and confirm each step with **OK**. Use ▲/▼ to move the cursor within the entry; you can delete characters with **C**.

Overwriting Speed Dialling Entries

1 Select **MENU/OK** and ①⑤.

2 Press the speed dialling button (**A**—**I**) you would like to replace with a new entry. Press **OK**.

3 Confirm OVERWRITE with **OK**.

4 Use ▲/▼ to select DIRECTORY and confirm with **OK**. Overwrite the existing entry by using ▲/▼ to load an entry from the list and confirm with **OK**.

Deleting Speed Dialling Entries

1 Press the speed dialling button (**A**—**I**) you would like to delete.

2 Press **C**. Use ▲/▼ to select DELETE? YES. Confirm with **OK**.

Please note that this not only deletes the speed dialling entry, but also the associated entry in the telephone book.

Accessing Speed Dialling Entries

1 If you would like to send a fax, you can quickly and easily select the recipient via the speed dialling buttons. Access the entries assigned for speed dialling by pressing the corresponding speed dialling button (**A**—**I**).

2 Start the transmission with the ◇ button.

If you press a speed dialling button for which no entry is assigned, the error message NO ENTRY appears on the display.

Printing the Telephone Book

Press **MENU/OK** and ①⑥. The multifunction machine will print out your saved contacts in alphabetical order. All configured groups will be listed on an additional sheet. The printout also shows which speed dialling buttons* have been assigned to any entries.

Chain Dialling (Combining Numbers)

You can freely combine telephone book entries, speed dialling entries*, manually entered numbers and numbers from the redial list before starting the dialling operation. For example, if you have saved the telephone number prefix of an inexpensive telephone service provider (call-by-call) as a telephone book entry (or speed dialling entry*), select this entry and manually enter the subsequent telephone number or select another number from the telephone book or the redial list.

* Speed dialling—Crystal 650
SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal 660 (depending on country and network)

7. Fax Switch

The active fax switch allows you to use and control additional devices (e.g. external answering machines or telephones) that are connected to the same telephone line as your multifunction machine. The fax switch checks whether an incoming call is a fax transmission or a call, independently forwards the call to the respective device and determines the ringing behaviour of the additional devices. While the multifunction machine is checking the call, it continues to ring.

With the modes ☼ (day) and ☾ (night), you can specify how often your multifunction machine should ring in the respective mode before it picks up and receives faxes (e.g. you can receive faxes silently (= without ring) to avoid being disturbed).

With activated timer function ⏲, your multifunction machine automatically switches between modes ☼ (day) and ☾ (night).

Setting ☼☾ Modes

With the following functions, you can set the number and volume of rings for the modes ☼ (day) and ☾ (night), thereby configuring the ringing behaviour to your personal rhythm.

Display	Setting Options
TOTAL RINGS	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
FAX RINGS	0, 1, 2, 3, 4, 5, MANUAL
RINGER VOL.	OFF, LOW, HIGH

1 Select function 61 (☼ day) by pressing **MENU/OK** and ⑥①.

2 Use ▲/▼ to select FAX RINGS and confirm with **OK**. Use the number keypad (or ▲/▼) to enter the number of rings after which the fax switch separates faxes from calls. Press **OK**. FAX RINGS 3

3 Use ▲/▼ to select TOTAL RINGS and confirm with **OK**. Use the number keypad (or ▲/▼) to enter the total number of rings. That is the number of rings before the multifunction machine starts the fax reception (including "silent" faxes) or takes a call. Confirm with **OK**. TOTAL RINGS 5

4 Use ▲/▼ to select RINGER VOL. and confirm with **OK**. You can select between three volume levels with ▲/▼. Save with **OK**. HIGH

You can also change the volume of the ring tones while the machine is in the starting mode: Press ▲/▼ and select the desired volume. Confirm with **OK**.

5 Select function 62 (☾ night) by pressing **MENU/OK** and ⑥②. Repeat steps **2** to **4**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

If you cannot receive any faxes, you may have set both ring numbers too high (see steps **2** and **3**). Set the number of rings to a value less than 5.

Activating the Timer ⏲

With the timer function, you can individually configure the durations for the modes ☼ (day) and ☾ (night). If the timer ⏲ is activated, the device automatically switches between day and night modes.

The display shows the current mode. To switch the timer on or off, press the ⏲/☾/☼ button until the symbol ⏲ appears or disappears on the display.

The timer is programmed at the factory such that your machine switches to night mode (☾/⏲) at 10:00 pm and returns to day mode (☼/⏲) at 7:00 am.

1 Select function 63 by pressing **MENU/OK** and ⑥③.

2 Use ▲/▼ to select DAY TIME and confirm with **OK**. Use the number keypad (or ▲/▼) to enter the time at which the machine should switch to ☼ (day) (e.g. ⓪⑧ ⓪⓪ for 8:00 am) and save with **OK**.

3 Use ▲/▼ to select NIGHT TIME and confirm with **OK**. Use the number keypad (or ▲/▼) to enter the time at which the machine should switch to ☾ (night) (e.g. ②③ ③⓪ for 11:30 pm) and save with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Setting the Fax Reception Mode

Silent Fax Reception

If you would like to receive faxes without ringing first, set the number of rings to 0 under FAX RINGS. Your multifunction machine will not ring.

Silent Ring Setting ♪

If you would like to not be disturbed by incoming calls or faxes, for instance at night, you can set the number of rings to 0 for both call types (FAX RINGS and TOTAL RINGS). Your machine automatically switches to silent fax reception and even external devices (e.g. telephones, answering machines) will not ring.

With this setting, you are not reachable via externally connected telephones. No messages are recorded on your external answering machine. However, you can continue to receive faxes, and Text2Fax/SMS/MMS messages*.

* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal 660 (depending on country and network)

Manual Fax Reception

If you select the option MANUAL in the setting FAX RINGS (see also Setting ☼☾ Modes), faxes are not received automatically. You must start the fax reception manually: press the ◇ button on your multifunction machine (or ✱⑤ on your external telephone). This is useful if you would like to receive your faxes on the PC via an external modem.

Using External Telephones (Easylink)

The Easylink function offers you additional options for managing external devices that are connected to the same telephone line as your multifunction machine. To this end, additional telephones must be set to the tone dialling mode (DTMF tones). Please consult the user manual for your external device on how to set the device to tone dialling mode.

⚠ Only change these codes if it is absolutely necessary. Please note that the codes must be different. Otherwise the following message will appear on the display: CODE NOT OK.

Starting Fax Reception

If you pick up on an additional telephone and notice that the call is a fax transmission (whistling tone or silence), you can start the fax reception either by pressing the ◇ button on the multifunction machine or ✱⑤ on the external telephone.

If you would like to change the predefined code, press **MENU/OK** and ⑥④①. Enter the new code and confirm with **OK**. The code should start with ✱ or #!

Taking Over the Line

If you pick up on an external telephone and the multifunction machine continues to ring or attempts to receive faxes, you can disconnect the multifunction machine from the line and accept the call by pressing ✱✱ on the external telephone.

If you would like to change the predefined code, press **MENU/OK** and ⑥④③. Enter the new code and confirm with **OK**. The code should start with ✱ or #!

Using an External Answering Machine

Connect the external answering machine as described in chapter **Installation** / Connecting Additional Devices.

For the best possible operation, the external answering machine must be set to one or two rings. Set TOTAL RINGS and FAX RINGS to at least two more rings than your external answering machine to prevent calls from being automatically accepted by the fax switch.

If you switch off the answering machine, calls will be accepted by the fax switch.

Setting example:

Number of rings on answering machine	2
FAX RINGS	3
TOTAL RINGS	5

The outgoing message of your external answering machine should be shorter than ten seconds. Avoid music in the outgoing message.

If your external answering machine has a "conserving function" (i.e. a function that changes the number of rings as soon as new messages have been recorded), it is best to deactivate this function.

It can occur that the answering machine counts fax calls in addition to the received messages. If your external answering machine records fax signals, but your multifunction machine cannot receive faxes, you should inspect the connection of your external answering machine (see chapter **Installation** / Connecting Additional Devices).

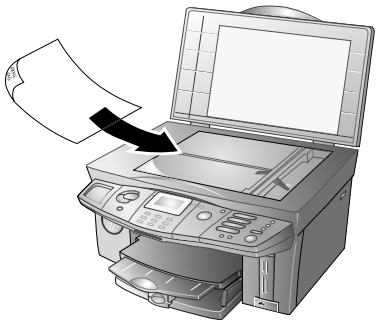
8. Fax

With your multifunction machine, you can receive and send both black-and-white faxes and colour faxes.

If you have installed the included software package and connected your machine to a PC, you can also take advantage of the option of electronic fax transfer (see section **PC Functions** / Using COMPANION SUITE IH / Faxing).

Sending Black & White Faxes

1 While the machine is in starting mode, lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents).



2 Enter the telephone number of the recipient. There are multiple ways to do this:

Manual dialling: Enter the fax number of the recipient with the number keypad.

Telephone book: Press 🕮. Load the desired telephone book entry by entering the initial letters on the keypad or selecting the desired entry with ▲/▼. Confirm with **OK**.

Redial list: Load the redial list with ●/⁂ and use ▲/▼ to select the desired number (→ indicates received calls (Crystal 660) and ← indicates dialled numbers).

Broadcast: You can send the fax document to multiple recipients. Enter the telephone numbers in one of the ways described above and press ➧ after every entry. You can enter up to ten numbers in this way.

Speed dialling (Crystal 650): Press the speed dialling button (**A**—**I**) to which the telephone number is saved.

3 After entering the telephone number, press the ◈ button.

Print out the fax messages before sending it to check the quality. Press one of the two 🖹 buttons (Colour or Black & White); the fax message is printed out.

4 If you would like to send a single document page, use ▲/▼ to select SEND and press **OK**. If you would like to send a multi-page document, load another page and use ▲/▼ to select NEXT PAGE. Press **OK**; the fax message is sent.

5 If you would like to interrupt the fax transmission and return to the starting mode, press ⊘ twice.

If the subscriber is busy, your multifunction machine will call the number again at specified intervals. If you would like to cancel the redial attempts, you must delete the document from memory (see chapter **Troubleshooting** / Editing Jobs).

After the transmission, the machine prints out a transmission report, depending on the settings (see Printing a Transmission Report).

Sending Colour Faxes*

1 Activate the colour fax mode by pressing **COL**/🖹/ ⁞⁞F/🖻 until COL appears on the display.

2 Lay the colour document onto the flatbed scanner (see also chapter **Installation** / Loading Documents) and follow the steps (**2** to **5**) as described under Sending Black & White Faxes.

Colour faxes are sent without sender identification (= header).

If your multifunction machine detects that the fax machine of the recipient can only receive black-and-white faxes, it cancels the transmission and the display informs you with an error message. If you would like to send the fax anyway, switch to black-and-white fax mode.

Manually Sending Faxes (Speaker)

If the Message Memory is full, no additional fax documents can be received (see also Clearing the Message Memory). However, you can still send faxes manually.

You can also use the speaker function to acoustically monitor the establishment of the connection (e.g. if the fax transmission constantly fails).

1 Load the document as described in chapter **Installation** / Loading Documents.

2 Press the speaker button 🔊.

3 Enter the fax number of the recipient or select an entry from the telephone book (🕮), the redial list (●/⁂) or with the corresponding speed dialling button (**A**—**I**) (Crystal 650).

4 Press the ◈ button; the fax message is sent.

The manual sending of colour faxes is not possible!

Your multifunction machine does not have a microphone. You cannot answer if the subscriber picks up.

* Colour fax mode—It is possible that individual functions are not yet activated for your machine firmware. Update the firmware of your machine (see section **PC Functions** / Using COMPANION SUITE IH / Firmware Update).

Setting Special Transmission Options

The settings that you make here affect the current fax job. After the multifunction machine has completed the job, it returns to the factory settings.

Resolution

At the start of the fax process, press the **COL**/📄/▦/🖼 button until the symbol for the desired resolution appears on the display:

If no symbol appears on the display, the standard resolution is selected (for black-and-white documents without special features).

📄—For black-and-white documents with small print or drawings

▦—For black-and-white documents with many details

🖼—For black-and-white photos

COL—For colour faxes

Make a copy with the selected resolution to determine the correct settings. Press one of the two 🖹 buttons (Colour or Black & White); the fax message is printed out.

Fax Transmission via the Menu

When sending faxes (in Colour or Black & White) via the menu, the following setting options are available:

1 Load the document as described in chapter **Installation** / Loading Documents. If you would like to send a colour fax, activate the colour fax mode (see Sending Colour Faxes).

2 Press **MENU/OK** and ③①.

3 Enter the fax number of the recipient or select an entry from the telephone book (📖), the redial list (↻/⁂) or with the corresponding speed dialling button (**A**—**I**) (Crystal 650). Press **OK**.

4 Use the number keypad to enter the time at which the fax should be transmitted (within 24 hours), e.g. ①⑦ ③⓪ for 5:30 pm. For example, you can use this function to make better use of the telephone rates, to reach a recipient at specific times or to take time differences into account. Press **OK**.

5 Set the contrast with ▲/▼ : **+** increases the contrast, **−** decreases the contrast. Press **OK**.

6 If you would like to send a single document page, use ▲/▼ to select SEND and press **OK**. If you would like to send a multi-page document, load another page and use ▲/▼ to select NEXT PAGE. Press **OK**; the fax message is sent.

Printing a Transmission Report

The transmission report informs you of the result of a message transmission.

1 Press **MENU/OK**, ③⑥① and **OK**. Use ▲/▼ to select an option:

ON—The transmission report is printed out after every transmission, even if the fax transmission was interrupted.

OFF—No transmission report will be printed. You can subsequently print out a transmission report via the journal (see chapter **Troubleshooting** / Printing the Journal).

2 Confirm with **OK**.

Receiving Faxes

If you have not changed the factory settings for fax reception, received faxes will be printed out automatically If there is no paper in the paper tray or no ink cartridges inserted, the machine saves incoming fax messages (see also Clearing the Message Memory). The display informs you about the memory status.

After printing a photo on 10×15 format, load A4 or letter paper into the paper tray; otherwise incoming faxes will not be printed out completely and will be lost. (Set the paper format and the paper type with the functions 241 and 242 so that your multifunction machine recognises the type of paper loaded.

Setting Advanced Reception Options

Printing Multiple Copies

You can apply settings to your fax machine in advance to print out multiple copies of fax transmissions upon reception.

Press **MENU/OK** and ③⑤①. Enter the desired number (① to ⑨⑨) and press **OK**.

Sorted Printouts

A multi-page fax is sorted by the page number when printed. The pages that were received last will be printed first. You have the option of turning this function off:

Press **MENU/OK** and ③⑤②. Use ▲/▼ to select OFF. To activate it, select ON. Confirm with **OK**.

Receiving Faxes on the PC

If you have installed the included software package and connected your machine to a PC, you can configure whether you would like to receive faxes on the PC and/or on the machine (see section **PC Functions** / Using Companion Suite IH / Faxing).

⚠ It is not possible to receive colour faxes on the PC.

1 Press **MENU/OK** and ③⑧.

2 Use ▲/▼ to select the desired option:

OFF—Faxes will be received exclusively on your multifunction machine.

AUTOMATIC—If the PC is turned on and the connection to your machine is active, incoming faxes will be received on the PC.

3 Confirm with **OK**.

Printing Out Reduced Size Faxes

Incoming fax messages will be printed out somewhat reduced in size so that no information is lost.

You have the option of turning this function off. Press **MENU/OK** and ②⑦⑤. Use ▲/▼ to select OFF. To activate it, select ON. Confirm with **OK**.

Clearing the Message Memory

Received fax messages are printed out immediately and deleted from the Message Memory unless …

- the multifunction machine is currently executing a print or copy job.
- no paper is loaded.
- no ink cartridges are inserted or the cartridges are empty.
- you have deactivated the automatic printout with a code.

If the message memory is full (up to 2 MB of storage space), no additional messages can be received. The display informs you about the memory status. If the memory is full, you cannot receive or send faxes and some functions cannot be executed. Clear the memory by loading paper and pressing the ◇ button and/or inserting ink cartridges to start the fax printout.

⚠ Once a fax message has been printed, it is deleted from the Message Memory. If the printing process for a fax transmission is interrupted, it remains saved.

Deactivating Automatic Fax Printout

If you would like to prevent the automatic printout of received faxes, you can protect access with a lockout code. Faxes are received in the Message Memory and only printed out after entry of the corresponding code.

Saving the Lock Code

Press **MENU/OK** and ③④③. Use the number keypad to enter a four-digit lock code, then press **OK**.

If you have already saved a code, you must first enter the old lock code before you can change it.

Deactivation / Activation

Press **MENU/OK** and ③④②. Enter the lockout code and press **OK**. Use ▲/▼ to select YES and press **OK** to receive faxes in the memory. The lock will turn itself back on again automatically after each use. To deactivate the lock, use ▲/▼ to select NO and press **OK**.

Printing Faxes

Press **MENU/OK** and ③④①. Enter the lockout code and press **OK**. The received faxes are printed out and deleted from the Message Memory.

Polling Faxes

Time-delayed Fax Polling

Using this function, you can receive documents that are waiting for you in a dialled fax machine.

1 Press **MENU/OK** and ③②.

2 Enter the telephone number from which you would like to poll a fax. Press **OK**.

3 Enter the time at which the document should be polled (within 24 hours), e.g. ①⑦ ③⓪ for 5:30 pm. Press the ◇ button. The time-delayed fax polling allows you to take advantage of lower telephone rates or to take time differences into account.

Polling Send

You have the option of providing a document on your multifunction machine for polling by other machines.

1 Lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents).

2 Press **MENU/OK** and ③③.

3 Use ▲/▼ to select one of the following options:

SIMPLE—The document can be polled a single time. It is then deleted from the memory. Press **OK**.

MULTIPLE—The document can be polled from the memory any number of times. Press **OK**. (Clear the document from the memory to end the polling—see chapter **Troubleshooting** / Editing Jobs).

4 Use ▲/▼ to set the desired contrast and confirm with **OK**.

5 If you would like to send a single document page, use ▲/▼ to select SEND and press **OK**. If you would like to send a multi-page document, load another page and use ▲/▼ to select NEXT PAGE. Press **OK**.

6 The document is ready for polling.

Changing the Fax Settings

You can change the factory settings with the following functions.

We recommend changing the standard settings only in event of frequent use.

Fax Resolution

If you frequently send fax documents that require a different resolution, you can change the standard setting (= PLAIN):

1 Press **MENU/OK** and ②⑦①.

2 Use ▲/▼ to select the resolution that you would like to use as the new standard setting for fax transmission. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Suppressing the Header

If you do not want your sender identification (= header) to appear on outgoing messages, you can suppress the display of the header:

Please note that many recipients have configured their machines to reject messages without sender identification.

1 Press **MENU/OK** and ②⑦②.

2 Use ▲/▼ to select OFF, and confirm with **OK**. The header will be suppressed.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Setting the Transmission Speed

If you frequently send messages to networks with poor line quality, you can reduce the transmission speed.

A slower transmission speed ensures better transmission quality, but increases the time required for the transmission.

1 Press **MENU/OK** and ②⑦③.

2 Use ▲/▼ to select the desired transmission speed. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Display Information

Configure which information should be shown on the display during transmission.

1 Press **MENU/OK** and ②⑦⑥.

2 Use ▲/▼ to select one of the following options:

SPEED—The transmission speed is displayed

PAGE NUMBER—The page number of the page currently being sent is displayed

3 Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Printing a Time Stamp

Your multifunction machine prints an additional receipt stamp (= time stamp) on the lower edge of incoming fax transmissions. You have the option of turning this function off.

1 Press **MENU/OK** and ②⑦⑦.

2 Use ▲/▼ to select OFF. To activate it, select ON. Confirm with **OK**

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Reception Speed

If you frequently receive fax messages from networks with poor line quality, you can reduce the reception speed.

1 Press **MENU/OK** and ②⑦⑧.

2 Use ▲/▼ to select the desired reception speed. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

9. SMS ✉/📄

(Crystal 660; depending on country and network)

You can send and receive SMS (Short Message Service) messages using your multifunction machine.

If you have installed the included software package and connected your machine to a PC, you can also manage SMS messages on the PC (see chapter **PC Functions** / Using Companion Suite IH / SMS).

SMS Requirements

Your device is preconfigured for the use of SMS services. In order for SMS to function, CLIP must be activated for your telephone line (see chapter **Settings** / Calling Line Identification (CLIP)). Should problems occur with SMS transmissions, the problem could be that you are using a private number or your multifunction machine is operating on an older ISDN system (see chapter **Settings** / ISDN Connection). It is possible that you will not be able to send and receive SMS messages from a private branch exchange (depending on the country and network).

Consult your service provider about

- whether you must register for SMS functionality.
- which mobile telephone providers you can send SMS messages to and which mobile telephone providers you can receive SMS messages from.
- the costs charged for sending and possibly for receiving an SMS.
- which additional services and functions are available.

Sending SMS Messages

1 Press ✉/📄 twice (or **MENU/OK**, ⑤①① and **OK**).

2 Enter the text that you would like to send. You can enter a maximum of 160 characters or 640 characters (depending on country and telephone network).

Fold open the cover for the letter keypad. To enter upper case letters, press ↑ and the desired key simultaneously. The available special characters are printed above and to the right of the keypad buttons and can be entered by pressing the ◉ button simultaneously with the corresponding letter button (for example, press the ◉ button and **Q** at the same to enter a "+"). Press ␣ to enter a space. If you would like to enter a line break, press ↵. If you have entered an incorrect number or letter, you can correct the mistake with ▲/▼ and **C**. Press **OK** after completing the text entry.

Attach an image to your SMS and send the message as an MMS. To do this, press 🖉 after completing the text entry. The menu automatically continues with the sending of an MMS message (see chapter **MMS** / Sending MMS Messages).

You can print out the SMS message before sending. Press one of the two 📄 buttons; the SMS message is printed out.

3 Enter the telephone number of the recipient. There are multiple ways to do this:

Manual dialling: Enter the telephone number of the recipient with the number keypad.

Telephone book: Press 🕮. Load the desired telephone book entry by entering the corresponding initial letters on the letter keypad or selecting the desired entry with ▲/▼.

Redial list: Load the redial list with ◉/⁂ and use ▲/▼ to select the desired number (→ indicates received calls and ← indicates dialled numbers).

Broadcast: You can send your SMS message to multiple recipients. Enter the telephone numbers in one of the ways described above and press 🚹 after every entry. You can enter up to ten numbers in this way.

4 After entering the telephone number, press ✉/📄; your SMS message is sent.

If you would like to cancel the SMS transmission and return to the starting mode, press ⊘ twice.

If the subscriber is busy, your multifunction machine will call the number again at specified intervals. If you would like to cancel the redial attempts, you must delete the SMS message from memory (see chapter **Troubleshooting** / Editing Jobs).

After the transmission, the machine prints out a transmission report, depending on the settings (see chapter **Fax** / Printing a Transmission Report).

Receiving SMS Messages

If you have received an SMS message, the indicator light next to the ✉/📄 button blinks and the ✉ symbol appears on the display. Received SMS messages are printed out automatically. If you have switched off the automatic printout (see also Changing the SMS Settings), new SMS messages are saved to the message memory.

Reading SMS Messages

1 Press ✉/📋 and **OK** (or **MENU/OK** and ⑤②).

2 Use ▲/▼ to select the SMS message you would like to read, then press **OK**. (Unread messages are marked with a star "*".)

3 Use ▲/▼ to move the cursor through the text. The sender and time of receipt are displayed at the end of the SMS message.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Printing SMS Messages

If you have deactivated the automatic printout (see also SMS Settings) or you would like to print out an SMS message again, you can print saved SMS messages via the menu.

1 Press ✉/📋 and 🖷 (Colour or Black & White) (or **MENU/OK** and ⑤③).

2 Use ▲/▼ to select which SMS messages you would like to print out:

SELECT—Press **OK** and use ▲/▼ to select the SMS message that should be printed. Confirm with **OK**.

NEW—Confirm with **OK**. All unread SMS messages are printed out.

ALL—Press **OK**. All saved SMS messages are printed.

Clearing the Message Memory

If the message memory is full (up to 2 MB of storage space), no additional messages can be received. The 🛢 symbol on the display informs you about the memory status. Keep the message memory ready for reception by deleting the messages.

1 Press **MENU/OK** and ⑤④.

2 Use ▲/▼ to select which SMS messages you would like to delete:

SELECT—Press **OK** and use ▲/▼ to select the message that should be deleted. Confirm with **OK**.

RECEIVED—Confirm with **OK**. All read messages will be deleted.

ALL—Press **OK**. All saved messages will be deleted.

⚠ Please note that not only SMS messages are deleted from the message memory but notification SMS (MMS) messages as well (see chapter MMS/Clearing the Message Memory).

Sending SMS Messages to E-mail or Fax

(depending on country and network)

You can send SMS messages to an e-mail address or as fax transmissions to a fax machine.

SMS Messages to E-Mail

1 Press ✉/📋 twice (or **MENU/OK**, ⑤① and **OK**). Enter the text as described under Sending SMS Messages. Press **OK**.

2 Use ▲/▼ to select E-MAIL and confirm with **OK**.

3 Enter the e-mail address of the recipient or select an entry from the telephone book (🕮).

⚠ Please note that e-mail addresses cannot contain any spaces!

4 After entering the e-mail address, press ✉/📋; your SMS message is sent.

SMS Messages to Fax

1 Press ✉/📋 twice (or **MENU/OK**, ⑤① and **OK**). Enter the text as described under Sending SMS Messages. Press **OK**.

2 Use ▲/▼ to select FAX and confirm with **OK**.

3 Enter the fax number of the recipient or select an entry from the telephone book (🕮).

4 After entering the telephone number, press ✉/📋; your SMS message is sent.

Setting Advanced Transmission Options

(depending on country and network)

SMS to Sub-address

With a sub-address, you send an SMS message to a certain fax machine that is connected to a telephone line along with several other devices. **In GB:** Append the sub-address directly to the dialled number; if the sub-address of the machine is 1, for example, you should dial ①②③④⑤⑥⑦ ①. **For all other countries:** You may have to add a star between the number and the sub-address (depending on country and telephone network). If the sub-address of the machine is 1, for example, you should dial ①②③ ④⑤ ⑥⑦(✱)①.

SMS to User Account

Some SMS reception devices can manage several user accounts. You can send an SMS message to a specific user of a device in the following manner:

1 Press ✉/📄 twice (or **MENU/OK**, ⑤① and **OK**). Enter the text that you would like to send as described under Sending SMS Messages. Press **OK**.

2 Enter the telephone number of the recipient or select an entry from the telephone book (📖). Confirm with **OK**.

3 Enter the name of the user account of the recipient. Press ✉/📄; your SMS message is sent.

Changing the SMS Settings

You can change the factory settings with the following functions.

We recommend changing the standard settings only in event of frequent use.

SMS Provider

All the numbers that you need for sending and receiving SMS messages are stored in your multifunction machine at the factory. If you would like to switch to a different telephone provider or receive SMS messages from other providers as well, you must save the corresponding numbers for the SMS centre (you can obtain the required information from your telephone provider).

1 Press **MENU/OK** and ⑤⑤①.

2 Use ▲/▼ to select SEND NO. and confirm with **OK**. Enter the number that your machine must dial to send an SMS. Confirm with **OK**.

3 Use ▲/▼ to select RECEIVE NO. and confirm with **OK**. Enter the provider number that your machine must dial to receive an SMS. Confirm with **OK**.

4 You can also receive SMS messages from a second SMS centre. Press **MENU/OK**, ⑤⑤② and **OK**, then confirm with **OK**. Enter the second provider number for SMS reception.

5 Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Automatic SMS Printout

Your multifunction machine automatically prints out SMS messages. You can deactivate the automatic printout.

1 Press **MENU/OK** and ⑤⑤③.

2 Use ▲/▼ to select OFF and confirm with **OK**. SMS messages are received and saved in memory.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Name of the Sender

If you do not want your sender identification (= header) to appear on outgoing SMS messages, you can suppress the display of the header:

1 Press **MENU/OK** and ⑤⑤④.

2 Use ▲/▼ to select OFF and confirm with **OK**. The header will be suppressed.

Please note that your sender identification counts as text and reduces the number of characters available for your SMS message.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Receipt Confirmation

You can request a receipt confirmation of when the SMS centre has forwarded your SMS message to the recipient or the validity period has expired.

The receipt confirmation is not a confirmation that the message has been read!

Requesting a receipt confirmation may be associated with a fee. Contact your telephone provider for such information.

1 Press **MENU/OK** and ⑤⑤⑤.

2 Use ▲/▼ to select ON and press **OK**. To deactivate the receipt confirmation, repeat the process and select OFF.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Sub-address (Terminal ID)

(depending on country and network)

If you have several devices with SMS functionality connected to one telephone line, you can assign sub-addresses to these devices. SMS messages can then be sent to a specific device.

1 Press **MENU/OK** and ⑤⑤⑥.

2 Enter a number from ⓪ to ⑨ as the sub-address. The sender can send an SMS message directly to this device by appending the sub-address to the telephone number. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Validity Period

With the function 557, you can specify the duration for which your SMS should remain saved on the server of the SMS centre if the recipient is not available. During the configured period, the centre will attempt to forward the SMS message to the recipient. If your SMS message cannot be delivered within the validity period, the SMS message will be deleted from the server.

1 Press **MENU/OK** and ⑤⑤⑦.

2 Use ▲/▼ to select from the following settings: 6 HOURS, 1 DAY, 1 WEEK and MAXIMUM. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

Message Signals

You will be informed by a notification tone whenever an SMS message has arrived. You have the option of turning this function off.

1 Press **MENU/OK** and ⑤⑦.

2 Use ▲/▼ to select OFF and confirm with **OK**. New SMS messages will be received without a notification tone.

Return to the last menu entry with **C**; return to the starting mode with ⓞ.

10. MMS ✉/🖹

(Crystal 660; depending on country and network)

You can send and receive MMS (Multimedia Message Service) messages with your multifunction machine. As a multimedia extension of SMS, MMS allows you to combine text and images into messages. With the fixed network MMS service, you can send these multimedia messages to lines in the fixed network (analogue devices and ISDN systems) and in mobile networks. You can also send MMS messages to e-mail addresses.

MMS Requirements

Your machine is preconfigured at the factory for the use of the fixed network MMS service. No special registration is required. Should problems arise, please contact your telephone provider or check the settings of your machine (see also Changing the MMS Settings).

Information on MMS Operation:

◆ To be able to send and receive MMS messages, the SMS function must be activated for your line and must be functioning properly (see chapter **SMS** / SMS Requirements).

◆ If you operate your multifunction machine on a private branch exchange, make certain that you have selected PABX as your telephone line type (see chapter **Settings** / Private Branch Exchange (PABX)). It is possible that you will not be able to send and receive MMS messages from a private branch exchange (depending on the country and network).

◆ Your multifunction machine will be automatically registered the first time it sends an MMS message. First send a test MMS to your own telephone number to register your machine for the MMS service and test the functionality.

◆ Please note that not all fixed network providers are connected to the fixed network MMS service!

◆ Should problems occur with MMS transmissions, the problem could be that you are using a private number or your multifunction machine is operating on an older ISDN system that does not support CLIP (see chapter **SMS** / SMS Requirements).

◆ If the terminal device of the recipient is not MMS-capable, the subscriber will receive an SMS message indicating an Internet address where the MMS message may be retrieved or viewed.

◆ The data volume for transmissions within the fixed network (up to 500 kB) and to mobile telephones (up to 100 kB) depends on the provider. Contact your telephone provider for more information.

◆ The transmission time for an MMS message depends on the modem speed, the data volume and the line quality. With a transmission rate of 33.600 bps, your multifunction machine contributes to keeping the transmission time short.

Consult your service provider about

- which mobile or fixed network providers you can send MMS messages to and which providers you can receive MMS messages from,
- what costs may be charged for sending and possibly for receiving an MMS message,
- what quantities of data you can transmit,
- which services and functions are available.

Sending MMS Messages

Create your individual MMS message by entering text and attaching an image of your choice (in the formats A4, A5, photo (10×15) or business card size).

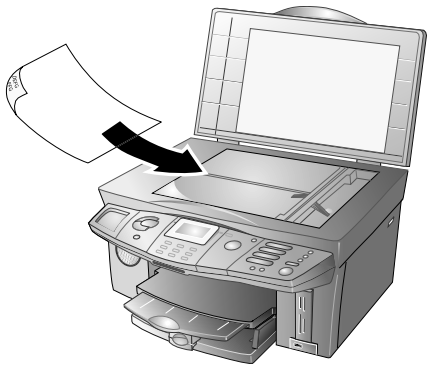
⚠ The data volume of your MMS message is limited (see also MMS Requirements). Also note the format restrictions for mobile devices. For detailed information, contact your telephone provider.

1 Press ✉/🖹 and use ▲/▼ to select MMS. Confirm with **OK**.

2 Use ▲/▼ to select whether you would like to scan the image for your MMS message or select an image from a memory card. Confirm with **OK**.

Scanning an Image

a Lay the document onto the flatbed scanner with the written side facing down (see chapter **Installation** / Loading Documents).



b Use ▲/▼ to select the desired document format and confirm with **OK**. A5

Reading an Image from the Memory Card

a Insert the memory card into the corresponding slot on the machine and confirm with **OK**. A message appears on the display indicating how many image files the machine detected. Then the photo menu opens. You can print an index of the image files, select an image or reanalyse the memory card (see also the section **Photo Printer**).

b Use ▲/▼ to select SELECT PICTURE. Use ▲/▼ to select one of the images on the memory card. Confirm with **OK**.

Press ⊘ to return to the photo menu.

3 Enter the desired text (or at least a single space) to send your image file as an attachment.

Fold open the cover for the letter keypad. To enter upper case letters, press ↑ and the desired key simultaneously. The available special characters are printed above and to the right of the keypad buttons and can be entered by pressing the ◉ button simultaneously with the corresponding letter button (for example, press the ◉ and **Q** at the same to enter a "+"). Press ␣ to enter a space. If you would like to enter a line break, press ↵. If you have entered an incorrect number or letter, you can correct the mistake with ▲/▼ and **C**.

You can print out the MMS message before sending. Press one of the two 🖹 buttons (Colour or Black & White); the MMS message is printed out.

4 Press **OK** after completing the text entry.

5 Enter the text for the subject (max. 40 characters; special characters are not displayed) and confirm with **OK**. If you do not want to add a title to your MMS message, press **OK** without entering any text.

6 You can either send your MMS message to a telephone number or an e-mail address:

MMS Messages to Telephone Number

Enter the telephone number of the recipient. There are multiple ways to do this:

Manual dialling: Enter the telephone number of the recipient with the number keypad.

Telephone book: Press 🕮. Load the desired telephone book entry by entering the corresponding initial letters on the letter keypad or selecting the desired entry with ▲/▼.

Redial list: Load the redial list with ↻/⁂ and use ▲/▼ to select the desired number (→ indicates received calls and ← indicates dialled numbers).

Broadcast: You can send the MMS message to multiple recipients. Enter the telephone numbers in one of the ways described above and press 🚶 after every entry. You can enter up to ten numbers in this way.

After entering the telephone number, press ✉/🖹 your MMS message is sent.

MMS Messages to E-Mail

When you are asked for the telephone number, press **OK**. The display switches to the option EMAIL.

Enter the e-mail address of the recipient or select an entry from the telephone book (🕮).

Please note that e-mail addresses cannot contain any spaces!

It is not possible to send an MMS message to multiple recipients using this setting.

After entering the e-mail address, press ✉/🖹; your MMS message is sent.

8 Wait until the transmission is completed before performing more operations on your multifunction machine.

If your MMS message exceeds a data volume of 100 kB, a warning appears on the display that not all devices (e.g. mobile phones) may be able to receive MMS messages of this size. If you still want to send, press **OK**.

If an MMS message is situated in the job list, no additional MMS messages can be sent. Delete the MMS message from the job list (see **Troubleshooting** / Editing Jobs).

If you would like to interrupt the MMS transmission and return to the starting mode, press ⊘ twice.

After the transmission, the machine prints out a transmission report, depending on the settings (see chapter **Fax** / Printing a Transmission Report).

Receiving MMS Messages

If you have received an MMS message, the indicator light next to the ✉/🖹 button blinks and the ✉ symbol appears on the display. Received MMS messages are automatically retrieved from the server and printed out. You can deactivate both the automatic retrieval function and the immediate printout of the MMS messages (see also Changing the MMS Settings).

If a received MMS message exceeds the predefined format limitations, your multifunction machine will shrink and compress the MMS to the correct size.

Reading MMS Messages

If an MMS message has arrived, you will receive a notification SMS. You can read the contents of the notification SMS on the display:

1 Press ✉/📄 and **OK** (or **MENU/OK** and ⑤②).

2 Use ▲/▼ to select the desired notification SMS and press **OK**. (Unread messages are marked with a star "*".)

3 Use ▲/▼ to move the cursor through the text. The notification SMS informs you about the sender, subject and retrieval status of the stored MMS message.

4 Press **OK** to immediately print out the MMS message or retrieve it from the server:

a If you have not changed the factory settings, the MMS message for which the notification SMS was sent will be printed out immediately.

b If you have configured manual MMS reception (see also Changing the MMS Settings), you can select whether you would like to retrieve the MMS message from the server.

Return to the last menu entry with **C**; return to the starting mode with ⏻.

Printing MMS Messages

If you have deactivated the immediate printout (see MMS Settings) or you would like to print out an MMS message again, you can print saved MMS messages via the menu.

1 Press ✉/📄 and 🖹 (Colour or Black & White) (or **MENU/OK** and ⑤③).

2 Use ▲/▼ to select which MMS messages you would like to print out:

SELECT—Press **OK** and use ▲/▼ to select the message that should be printed. Confirm with **OK**.

NEW—Confirm with **OK**. All newly received MMS messages are printed.

ALL—Press **OK**. All saved MMS messages are printed.

If automatic MMS reception is configured, the selected MMS for which the notification SMS was sent is printed immediately.

If you have configured manual MMS reception, you must first download the desired MMS message from the server. Confirm with **OK** to retrieve the MMS message. An indicator on the display shows the transmission status.

Clearing the Message Memory

If the message memory is full (up to 2 MB of storage space), no additional messages can be received. The 🛢 symbol on the display indicates how full the memory is. Keep the message memory ready for reception by deleting the messages.

1 Press **MENU/OK** and ⑤④.

2 Use ▲/▼ to select which MMS messages you would like to delete:

SELECT—Press **OK** and use ▲/▼ to select the message that should be deleted. Confirm with **OK**.

RECEIVED—Confirm with **OK**. All read messages will be deleted.

ALL—Press **OK**. All saved messages will be deleted.

Please note that not only MMS messages are deleted but the notification SMS as well.

In the manual retrieval mode, you must download MMS messages from the server to your multifunction machine in order to delete them. Otherwise you will only delete the notification SMS, and you will continue to receive notifications that an MMS message is available for you on the server.

MMS messages that are not retrieved are deleted from the server after a certain period of time. For more information, contact your telephone provider.

Changing the MMS Settings

You can change the factory settings with the following functions.

We recommend changing the standard settings only in event of frequent use.

Automatic Retrieval Function

Your multifunction machine is preconfigured to automatically retrieve received MMS messages from the server. You can deactivate the automatic retrieval function and manually download your MMS messages from the server.

1 Press **MENU/OK** and ⑤⑥②.

2 Use ▲/▼ to select MANUAL and confirm with **OK**. The manual retrieval mode is now activated.

Return to the last menu entry with **C**; return to the starting mode with ⏻.

Automatic MMS Printout

Your multifunction machine is preconfigured to automatically print out retrieved MMS messages. You can deactivate the automatic printout.

1 Press **MENU/OK** and ⑤⑥③.

2 Use ▲/▼ to select OFF and confirm with **OK**. The MMS messages will be stored in the message memory.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

Message Signals

You will be informed by a notification tone whenever a notification SMS has arrived. You will hear a long beep before the MMS message is printed out. If it was not possible to download an MMS message from the server, three short tones will be played.

1 Press **MENU/OK** and ⑤⑦.

2 Use ▲/▼ to select OFF and confirm with **OK** to deactivate the message signals.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

MMS Provider

Your machine is preconfigured at the factory for the use of the fixed network MMS service. Should problems arise or if you would like to switch to a different telephone provider or receive MMS messages from other providers as well, you must save the corresponding data for the MMS centre (you can obtain the required information from your telephone provider).

Only change the settings for the MMS centre if you have been requested to do so by authorised service personnel!

Telephone Number

1 Press **MENU/OK** and ⑤⑥①.

2 Use ▲/▼ to select CENTER NO. and confirm with **OK**. Enter the telephone number that your machine must dial to send an MMS message. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

Internet Address (URL)

1 Press **MENU/OK** and ⑤⑥①.

2 Use ▲/▼ to select CENTER URL and confirm with **OK**. Enter the address that your machine must access to send an MMS message. Confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

MMS Account

1 Press **MENU/OK** and ⑤⑥①.

2 Use ▲/▼ to select MMS ACCOUNT and confirm with **OK**. Enter the name for your MMS account on the server and confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

MMS Password

1 Press **MENU/OK** and ⑤⑥①.

2 Use ▲/▼ to select MMS PASSWD. and confirm with **OK**. Enter the new password and confirm with **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⓥ.

11. Text2Fax

(Crystal 660; depending on country and network)

You can enter a text in your multifunction machine and send it to another fax machine as a fax message.

Sending Text2Fax

1 Press ✉/🖹 (or **MENU/OK**, ⑤① and **OK**).

2 Enter the fax number of the recipient. There are multiple ways to do this:

Manual dialling: Enter the fax number of the recipient with the number keypad.

Telephone book: Press 🕮. Load the desired telephone book entry by entering the initial letters of the entry on the keypad or selecting the desired entry with ▲/▼.

Redial list: Load the redial list with ●/⁂ and use ▲/▼ to select the desired number (→ indicates received calls and ← indicates dialled numbers).

Broadcast: You can send the fax document to multiple recipients. Enter the telephone numbers in one of the ways described above and press 🚶 after every entry. You can enter up to ten numbers in this way.

Press **OK**.

3 Enter the text that you would like to send (max. 5,600 characters).

Fold open the cover for the letter keypad. To enter upper case letters, press ↑ and the desired key simultaneously. The available special characters are printed above and to the right of the keypad buttons and can be entered by pressing the ◉ button simultaneously with the corresponding letter button (for example, press the ◉ button and **Q** at the same to enter a "+"). Press ␣ to enter a space. If you would like to enter a line break, press ↵. If you have entered an incorrect number or letter, you can correct the mistake with ▲/▼ and **C**.

You can print out the Text2Fax message before sending. Press one of the two 🖹 buttons (Colour or Black & White); the Text2Fax message is printed out.

4 Press ✉/🖹; your Text2Fax message will be sent.

If you would like to interrupt the Text2Fax transmission and return to the starting mode, press ⓧ twice.

If the subscriber is busy, your multifunction machine will call the number again at specified intervals. If you would like to cancel the redial attempts, you must delete the Text2Fax message from memory (see chapter **Troubleshooting** / Editing Jobs).

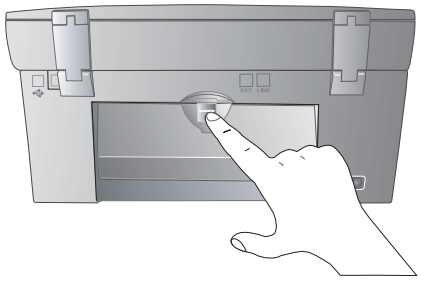
After the transmission, the machine prints out a transmission report, depending on the settings (see chapter **Fax** / Printing a Transmission Report).

12. Trouble-shooting

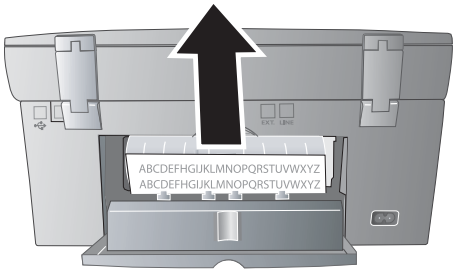
Removing a Paper Jam

⚠ Never open the paper jam door while the multifunction machine is printing.

1 In the event of a paper jam, an error message appears on the display and the print job is stoped. Press on the catch on the rear side of your machine to open the paper jam door.



2 Carefully pull out the paper, then close the paper jam door. Confirm with the ◇ button.



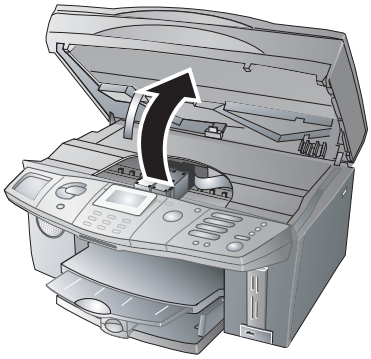
Changing Cartridges

The display will inform you when a cartridge is low and must be replaced. If one of the ink cartridges is empty, your machine will stop printing, even if ink still remains in the other cartridge. Each new cartridge that you insert into your machine must be updated with the enclosed Plug'n'Print card to set the ink level memory to 100 %.

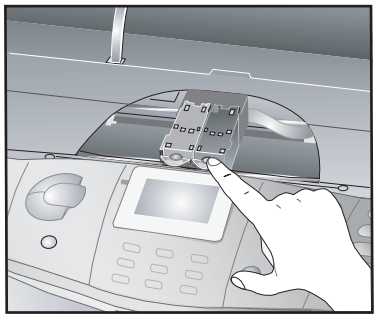
Use only original ink cartridges to obtain optimal printing quality (see our order service on the back page of this user manual).

1 Open the machine by taking hold of the moulded grip under the machine cover …

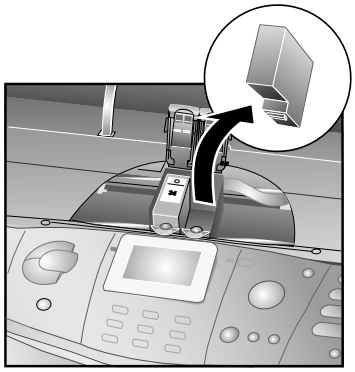
… and lifting the housing upward.



2 Press on the spring catch of the cartridge holder to open it.



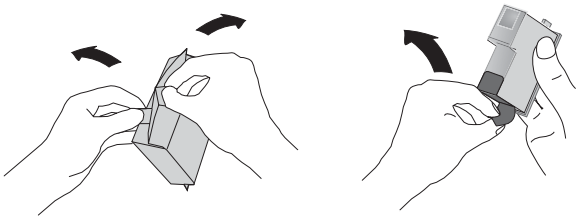
3 Remove the cartridge.



⚠ Dispose of the empty cartridges according to the regulations of your country. Handle the ink cartridges carefully to prevent getting ink on clothing or other objects. Avoid skin and eye

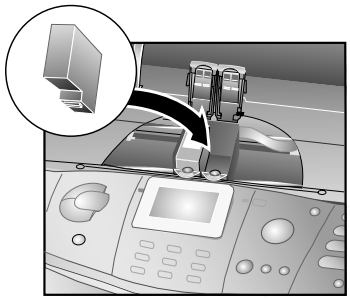
contact (see chapter **Safety Instructions** / Ink Cartridges).

4 Take the ink cartridge out of the packaging, dispose of any packaging material and carefully pull off the protective strip.

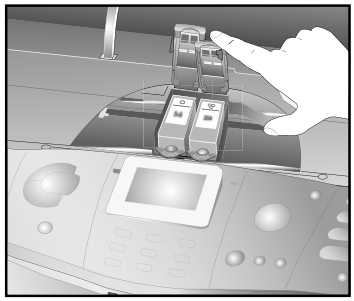


⚠ Please make certain that the protective strip has been completely removed. Be careful not to touch the nozzles or contacts.

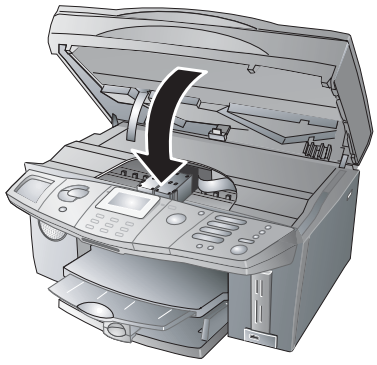
5 Insert the cartridge with the "nose" pointing down and tilted back at an angle; the **black cartridge** on the **left,** the **colour cartridge** on the **right**.



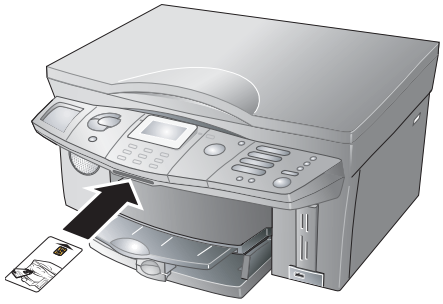
6 Close the cartridge holder. You will hear a click when the cover of the holder snaps into place.



7 Close the housing.



8 Insert the enclosed Plug'n'Print card into the slot below the panel with the contacts facing up.



9 It may take a moment to update the cartridge. When the process is completed, the following appears on the display: `ACTION COMPLETED` / `REMOVE CARD`.

10 Pull the Plug'n'Print card out of the machine. The newly inserted cartridge is activated.

A cartridge that has once been activated with the enclosed Plug'n'Print card will be recognised by your machine, even if you remove the cartridge temporarily. You do not need to update the cartridge again when you reinsert it!

11 For optimal printing quality, we recommend realigning the cartridges after each cartridge switch. Confirm the display query `ALIGN. NEW` with **OK**. Press the ⊘ button if you do not want to realign the cartridges (see also Cleaning and Care / Cleaning and Aligning Cartridges).

Inserting Photo Cartridge

For the special requirements of high-quality photo printing, we recommend using a photo cartridge (see the order service on the back page of this user manual).

1 Open the machine and the catch of the cartridge holder as described under Changing Cartridges.

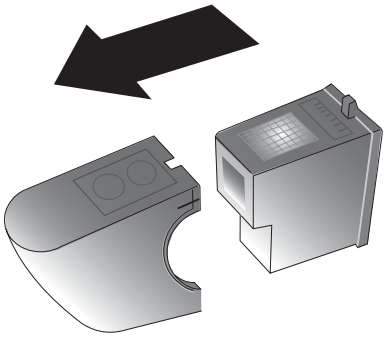
2 Take out the **black cartridge** and insert the **photo cartridge in its place**. Update this with

the enclosed Plug'n'Print card (see also Changing Cartridges). The photo cartridge is activated.

3 For optimal printing quality, we recommend realigning the cartridges after each cartridge switch. Confirm the display query ALIGN. NEW with **OK**. Press the ⊘ button if you do not want to realign the cartridges (see also Cleaning and Care / Cleaning and Aligning Cartridges).

After printing your photos, replace the photo cartridge with the black cartridge to save money!

Store temporarily removed cartridges in the corresponding storage box (suitable for black, colour and photo cartridges) to protect them from dust and to keep them from drying out.



Fixing Printing Problems

Poor Printing Quality

If your machine does not print correctly, the problem may be that the protective strip was not completely removed from the cartridge.

Open the machine and remove the cartridges. Remove any strip remains that are present. Reinsert the cartridges and close the machine.

For optimal printing quality, we recommend realigning the cartridges after each cartridge switch. Confirm the display query ALIGN. NEW with **OK**. Press the ⊘ button if you do not want to realign the cartridges (see also Cleaning and Care / Cleaning and Aligning Cartridges).

Vertical Stripes

If your printouts have vertical stripes, the scanner glass may be dirty. Clean the scanner glass (see also Cleaning and Care).

Displaying the Ink Level

The machine keeps track of the cartridge use and calculates the ink level.

The indicated ink level is only meaningful if you update each new cartridge with the Plug'n'Print card that is provided with the cartridge!

1 Press **MENU/OK** and ⑧②②.

2 Use ▲/▼ to select the cartridge for which the ink level should be displayed. Press **OK**.

Return to the last menu entry with **C**; return to the starting mode with ⊘.

Printing the Journal

The journal contains a list of the last 30 message transmissions (fax, Text2Fax/SMS/MMS messages*). The journal is either printed out automatically after 30 transmissions or you can print it out when needed:

Press **MENU/OK** and ③⑦. The journal is printed.

Editing Jobs

Your multifunction machine maintains a list of all transmission orders (fax, Text2Fax/SMS/MMS messages*) that are currently being processed, are ready for polling or should be sent later.

Loading or Changing Jobs

The status provides information about the order. Documents in the list can fall into the following categories with regard to their status:

TX—Delayed transmission

DOC—Polling send

POL—Delayed fax polling

IN PROGRESS—Order being executed

SMS—SMS transmission*

MMS TX—MMS transmission*

Press **MENU/OK** and ⑦②. Use ▲/▼ to select the job you would like to change and press **OK**. Enter the desired changes and confirm by pressing **OK**.

Immediate Job Execution

Press **MENU/OK** and ⑦①. Use ▲/▼ to select the job you would like to execute first and press **OK**. The job is executed immediately.

Deleting an Job

Press **MENU/OK** and ⑦③. Use ▲/▼ to select the job you would like to delete and press **OK**. Confirm the deletion of the job by pressing **OK**.

* SMS—Crystal 660 (depending on country and network)
MMS—Crystal 660 (depending on country and network)
Text2Fax—Crystal 660 (depending on country and network)

Printing an Job

Press **MENU/OK** and ⑦④. Use ▲/▼ to select the job you would like to print, and press **OK**.

Printing the Job List

Press **MENU/OK** and ⑦⑤. The machine will print out a list of all pending jobs.

Return to the last menu entry with **C**; return to the starting mode with ⓪.

Locking the Machine

With the locking function, you can prevent unauthorised persons from using your multifunction machine.

Saving the Lock Code

You must first enter a code for activating or deactivating the lock function.

1. Press **MENU/OK** and ⑧①①.
2. Use the number keypad to enter a four-digit lock code, then press **OK**.
3. Enter the code again for confirmation, then press **OK**.

If you have already saved a code, you must first enter the old lock code before you can change it.

Activating the Keypad Lock

1. Press **MENU/OK** and ⑧①②.
2. Enter the code you previously saved and press **OK**.
3. Use ▲/▼ to select ON and press **OK**.

The keypad lock is activated. Only after entering of the correct code will it be possible to access functions or enter numbers. The lock will turn itself back on again automatically after each use.

Deactivating the Keypad Lock

1. Enter the code you previously saved and press **OK**.
2. Press **MENU/OK** and ⑧①②.
3. Enter the code you previously saved and press **OK**.
4. Use ▲/▼ to select OFF and press **OK**. The keypad lock is deactivated.

Cleaning and Care

Your multifunction machine is designed for low-maintenance operation and requires very little care. Disconnect the machine from the power supply before cleaning!

If the power supply is interrupted (e.g. after a power failure), you must enter the date and time again.

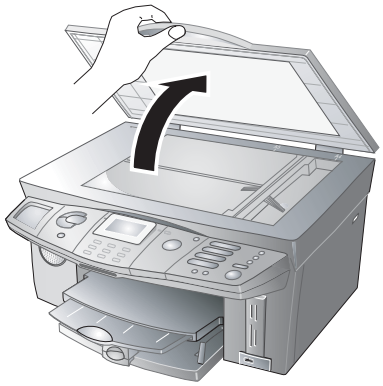
Cleaning the Machine Surface

Use a soft, lint-free cloth for cleaning. Special cleaning cloths are available from our order service (see back page of this user manual). Never use liquid or easily flammable cleansers (sprays, abrasives, polishes, alcohol, etc.), to prevent damaging the painted parts!

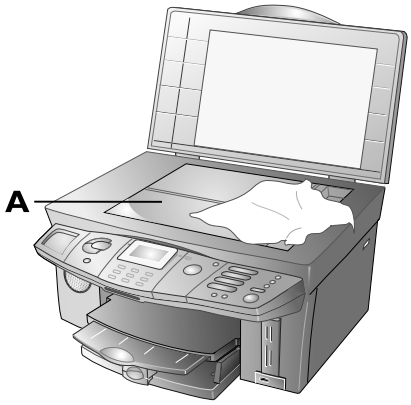
The inside of the machine requires no cleaning. Do not allow any moisture to reach the interior of the fax machine.

Cleaning the Scanner Glass

1. Open the scanner cover.



2. Carefully wipe the scanner glass with a lint-free cloth.



3. Close the scanner cover.

Cleaning and Aligning Cartridges

If the printing quality declines, the cartridges must be cleaned or realigned.

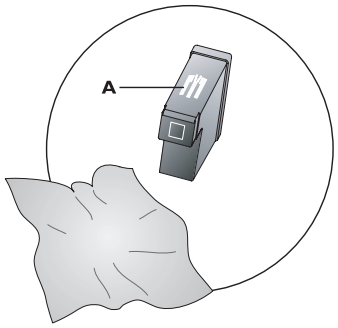
1 Press **MENU/OK** and ⑧②①①. The cartridges are cleaned.

2 Start the cartridge alignment with **MENU/OK** and ⑧②①②. Your multifunction machine will print out a test page to automatically configure the correct parameter settings for the best possible printing quality.

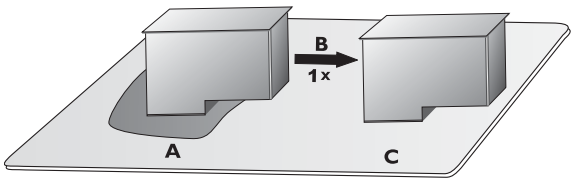
For optimal printing quality, we recommend aligning the cartridges after every change.

If the printing quality is still unsatisfactory, you must manually clean the cartridges:

1 Open the machine and take the cartridges out of the holder (see also Changing Cartridges). Clean the contacts (**A**) with a dry, lint-free cloth.



2 Lay a lint-free cloth on a flat surface. Moisten half the cloth (**A**). Hold the cloth firmly to prevent it from wrinkling. Place the "nose" (= nozzle side) of the cartridges against the moistened area (**A**) and pull the cartridge a single time in the direction indicated by the arrow (**B**) into the dry area (**C**).



Be sure to hold the cartridge in the correct position according to the figure above to prevent damaging the nozzles!

Never touch the nozzles and contacts with bare fingers and do not shake the cartridges.

Service Codes

With function 83 you can check and configure the factory settings.

Checking the Firmware Version

The firmware defines the basic functions and capabilities of your multifunction machine.

Check our homepage for information on the current firmware version that is available for your machine and update the firmware, if necessary (see section **PC Functions** / Using Companion Suite IH / Firmware Update).

1 Press **MENU/OK** and ⑧③.

2 Enter the following code using the number keypad: ⑦⓪④①⓪⓪, then press **OK**.

3 Use ▲/▼ to select ARE YOU SURE: YES, and confirm with **OK**. The display shows the current firmware version of your machine.

If you have entered the incorrect code, you can cancel the entry with ARE YOU SURE: NO.

Deactivating the Button Sounds

Every button press is accompanied by a sound. You can switch off the button sounds on your machine.

1 Press **MENU/OK** and ⑧③.

2 Enter the following code using the number keypad: ①⓪②③⓪⓪, then press **OK**.

3 Use ▲/▼ to select ARE YOU SURE: YES, and confirm with **OK**. The button sounds are deactivated. Follow steps **1** to **3** to reactivate the button tones.

If you have entered the incorrect code, you can cancel the entry with ARE YOU SURE: NO.

Power Cycling

If a problem occurs that cannot be corrected with the instructions in this user manual, follow the steps below.

1 Unplug the power cord.

2 Wait at least ten seconds, then plug the power cord back in.

3 If the same problem continues to occur, please contact our technical customer service (see back page of this user manual) or contact your retailer.

PC Functions

PC Requirements

⚠ You can connect your multifunction machine to a PC (Microsoft Windows operating system). The machine is not compatible with Linux® or Apple Macintosh®.

Operating system:
Windows 98 SE · 2000 (SP 3) · ME · XP

Processor:
500 MHz for Windows 98 SE
800 MHz for Windows 2000 · ME
1 GHz for Windows XP

RAM:
128 MB for Windows 98 SE · 2000 · ME
192 MB for Windows XP

Free hard drive space:
700 MB of free hard drive space for complete installation of COMPANION SUITE IH

Connections:
USB port
Wireless adapter

⚠ **USB installation: First** install the software COMPANION SUITE IH, then restart the PC. Only **afterward** should you connect your multifunction machine to the PC with a USB cable.

WLAN installation: First connect your multifunction machine to the PC (or network) with the WLAN adapter and configure the required settings on the multifunction machine so that your machine can be included in the network (see Setting Up Wireless Networks (WLAN)). Only **afterward** should you install the COMPANION SUITE IH software.

Wireless Network Requirements

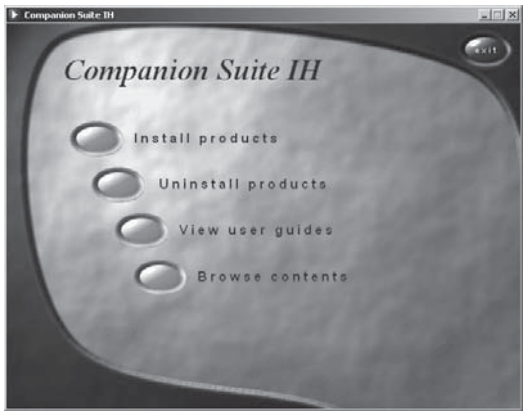
⚠ WLAN is optional and functions only with an original adapter, which you can purchase through our order service (see the back page of this user manual). More information: **www.fax.philips.com**

1. Installing the Driver and Software

The COMPANION SUITE IH CD-ROM contains:

- COMPANION SUITE IH—Installs device drivers and communication applications (telephone book, faxes, SMS messages*, etc.). With the USB connection, you can use all the functions of COMPANION SUITE IH: You can use the multifunction machine as a colour or photo printer, send and receive messages (fax or SMS*) with the PC and transmit or edit data (e.g. telephone book entries). With a wireless network connection, you can use the device as a network printer.
- PHOTO IMPRESSION—For creative editing and improved printing quality for your digital photos.
- PAPER PORT—For scanning in and managing your documents.
- ACROBAT READER—For displaying and printing PDF files.

Close all open programs and applications before beginning the installation process. Enabled antivirus programs can also disrupt the installation. Place the installation CD in the CD-ROM drive of your PC. The installation process starts automatically. (If the installation program does not start, locate your CD-ROM drive in Windows Explorer and double-click on the program SETUP.EXE). The start window COMPANION SUITE IH appears on your screen.

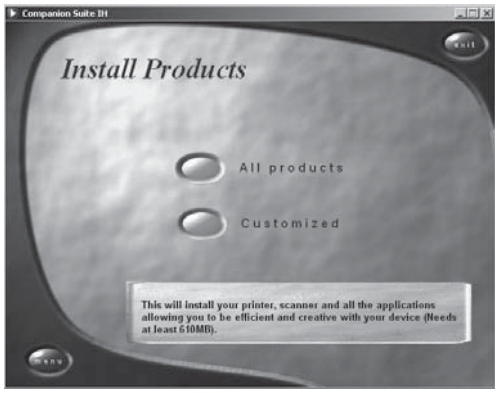


* SMS—Crystal 660 (depending on country and network)

Installing All Applications

First install the software Companion Suite IH, then restart the PC. Only **afterward** should you connect your multifunction machine to the PC with a USB cable.

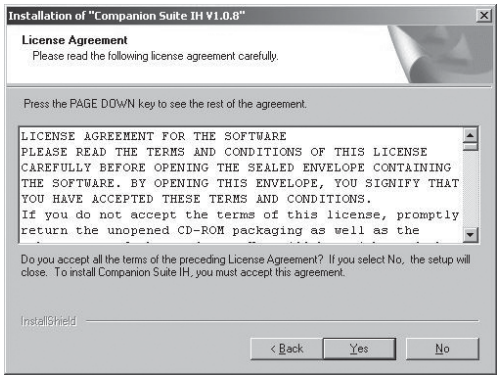
1 Click in the Companion Suite IH start window on the button Install products and select All products in the following window to install all applications on the installation CD (scanner and printer driver as well as the programs Photo Impression and Paper Port).


Companion Suite IH
Install Products
All products
Customized
This will install your printer, scanner and all the applications allowing you to be efficient and creative with your device (Needs at least 610MB).

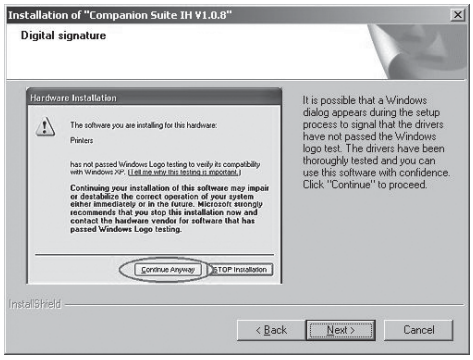
The program Acrobat Reader must be installed separately (see Installing Individual Applications).

2 The program Photo Impression is installed; this process may take some time. The installation wizard will guide you through the rest of the installation; confirm with Next.

3 Before continuing the installation, read the license agreement and accept it with Yes.


Installation of "Companion Suite IH ¥1.0.8"
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR THE SOFTWARE
PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE CAREFULLY BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. BY OPENING THIS ENVELOPE, YOU SIGNIFY THAT YOU HAVE ACCEPTED THESE TERMS AND CONDITIONS.
If you do not accept the terms of this license, promptly return the unopened CD-ROM packaging as well as the
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Companion Suite IH, you must accept this agreement.
InstallShield
< Back
Yes
No

4 **Windows 2000 · XP users:** Your multifunction machine was tested and developed for PHILIPS to guarantee complete compatibility with Windows 2000 and Windows XP. Click on Next to continue with the installation.


Installation of "Companion Suite IH ¥1.0.8"
Digital signature
Hardware Installation
The software you are installing for this hardware:
Printers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation
It is possible that a Windows dialog appears during the setup process to signal that the drivers have not passed the Windows logo test. The drivers have been thoroughly tested and you can use this software with confidence. Click "Continue" to proceed.
InstallShield
< Back
Next >
Cancel

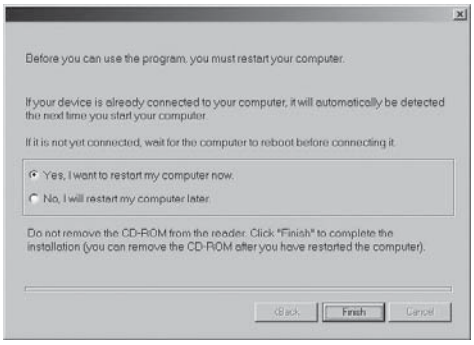
5 Click on Install to start installation of the device drivers. This process may take a few minutes.

The shortcuts Companion – Director and Companion – Monitor are created on the desktop of your PC (see Using Companion Suite IH).

6 Click on Next to start the installation of the programs Paper Port and the application One Touch.

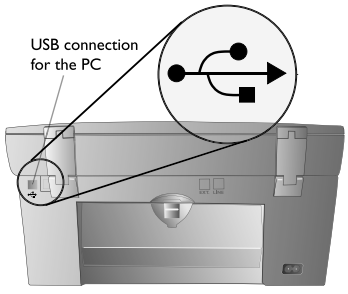
The programs of the software suite are saved in the Program Files folder of your PC by default.

7 After the installation, you will be asked to restart the PC. Remove any diskettes from the drives and click on Finish. Take the installation CD out of the CD-ROM drive after Windows has restarted and the installation is completed.


Before you can use the program, you must restart your computer.
If your device is already connected to your computer, it will automatically be detected the next time you start your computer.
If it is not yet connected, wait for the computer to reboot before connecting it.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).
< Back
Finish
Cancel

You can also restart the PC at a later time to allow you to continue working with other open programs or save unsaved data.

8 Connect the multifunction machine to your PC with a typical USB cable only **after the restart**. You will find the USB port of the machine located on the back of the machine.



PC Functions

Upon installation of all applications, the connectivity by cable connection (USB) is activated by default. You can also connect the multifunction machine wirelessly to the PC or a wireless network (see Installing Individual Applications).

9 Your multifunction machine is detected as a new peripheral device and registered. The icons for the applications ONE TOUCH and MF MONITOR are added to the system tray on the lower right of your PC screen (next to the clock). This process may take a few moments. Wait until the installation is complete.

10 Final installation for Windows 2000 · XP-users:

If your operating system is Windows XP (**SP 2**), an additional window will appear during the final installation: Select NO, NOT THIS TIME, and click on NEXT.

Under **Windows XP**, select INSTALL SOFTWARE AUTOMATICALLY (RECOMMENDED) during the final installation and click on NEXT.

Windows 2000 · XP: Even if the installation wizard informs you that the peripheral device has not passed the Windows Logo Test, click on YES to complete the installation.

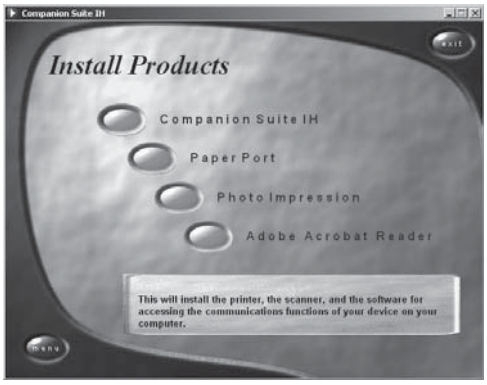
Installing Individual Applications (Custom Install)

You should select custom installation particularly if you would like to install COMPANION SUITE IH with the drivers required for network operation. Locate your CD-ROM drive in Windows Explorer and double-click on the program SETUP.EXE to open the COMPANION SUITE IH start window.

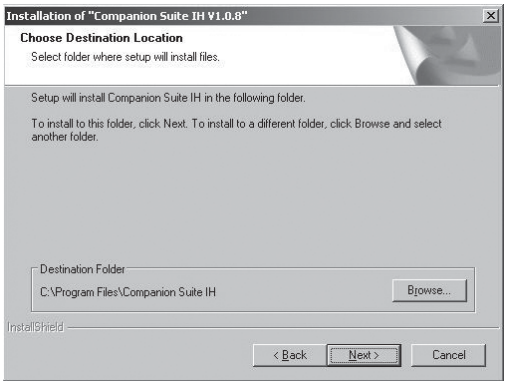
Click in the start window on the button INSTALL PRODUCTS and select CUSTOMIZED in the following window to install the available applications separately.

Example: COMPANION SUITE IH

1 Select COMPANION SUITE IH by clicking on the corresponding button.


Companion Suite IH
Install Products
Companion Suite IH
Paper Port
Photo Impression
Adobe Acrobat Reader
This will install the printer, the scanner, and the software for accessing the communications functions of your device on your computer.
exit
menu

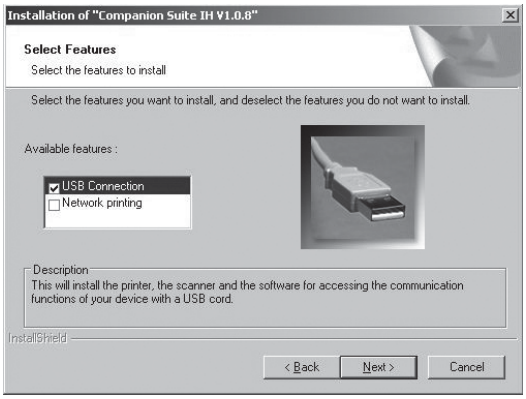
2 The installation wizard will guide you through the rest of the installation; confirm with NEXT. Accept the license agreement with YES. The installation program suggests a folder to install COMPANION SUITE IH into. You can choose a different destination folder by clicking on BROWSE... and selecting a folder. Confirm with NEXT.


Installation of "Companion Suite IH V1.0.8"
Choose Destination Location
Select folder where setup will install files.
Setup will install Companion Suite IH in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Companion Suite IH
Browse...
InstallShield
< Back
Next >
Cancel

3 Select the desired connection type and click on NEXT. You can also select both connection options!

USB Connection

Select USB CONNECTION if you would like to connect your multifunction machine to a PC with a USB cable. The driver for the USB connection is installed. With the USB connection, all the functions of the COMPANION SUITE IH are available.

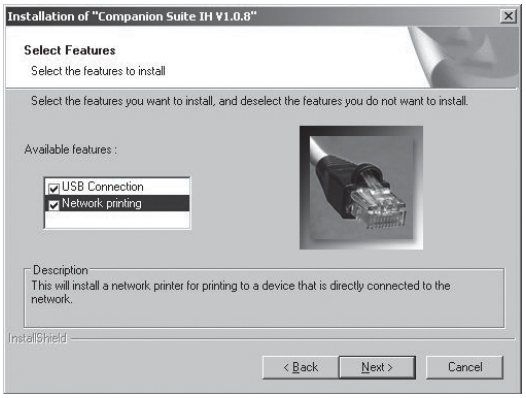

Installation of "Companion Suite IH V1.0.8"
Select Features
Select the features to install
Select the features you want to install, and deselect the features you do not want to install.
Available features :
USB Connection
Network printing
Description
This will install the printer, the scanner and the software for accessing the communication functions of your device with a USB cord.
InstallShield
< Back
Next >
Cancel

Only **after restarting** should you connect your multifunction machine to the PC with a USB cable.

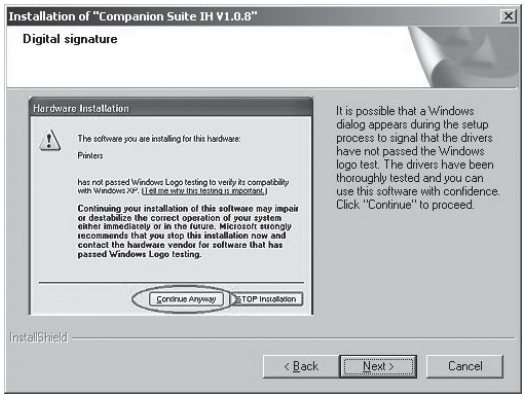
You cannot connect the multifunction machine directly to a network over the USB cable!

Wireless Network (WLAN)

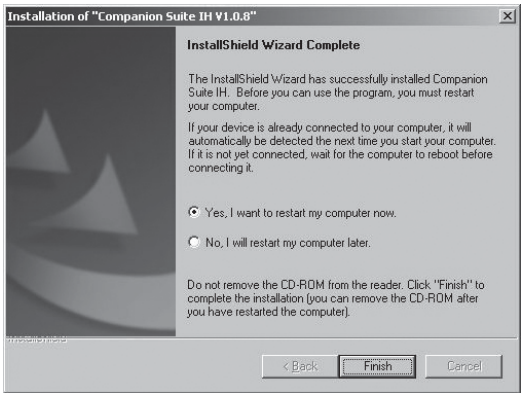
Select NETWORK PRINTING if you would like to integrate your multifunction machine into a wireless network with a WLAN adapter. The drivers for the network printer are installed. With the wireless network connection, you can only use your multifunction as a network printer (see the section **Networks** / Setting Up Wireless Networks (WLAN)).


Installation of "Companion Suite IH V1.0.8"
Select Features
Select the features to install
Select the features you want to install, and deselect the features you do not want to install.
Available features :
USB Connection
Network printing
Description
This will install a network printer for printing to a device that is directly connected to the network.
InstallShield
< Back
Next >
Cancel

4 **Windows 2000 · XP users:** Your multifunction machine was tested and developed for PHILIPS to guarantee complete compatibility with Windows 2000 and Windows XP. Cick on NEXT to continue with the installation.


Installation of "Companion Suite IH V1.0.8"
Digital signature
Hardware Installation
The software you are installing for this hardware:
Printers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation
It is possible that a Windows dialog appears during the setup process to signal that the drivers have not passed the Windows logo test. The drivers have been thoroughly tested and you can use this software with confidence. Click "Continue" to proceed.
InstallShield
< Back
Next >
Cancel

5 Follow the instructions of the installation wizard and restart the PC. Do not remove the installation CD from the CD-ROM drive until after the PC has restarted.


Installation of "Companion Suite IH V1.0.8"
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed Companion Suite IH. Before you can use the program, you must restart your computer.
If your device is already connected to your computer, it will automatically be detected the next time you start your computer. If it is not yet connected, wait for the computer to reboot before connecting it.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).
InstallShield
< Back
Finish
Cancel

6 **USB Connection:** Only **after restarting** should you connect your multifunction machine to the PC with a USB cable.

7 **Final installation for Windows 2000 · XP-users:** see Installing All Applications (step **10**).

The installation CD will guide you through the installation of PHOTO IMPRESSION, PAPER PORT and ACROBAT READER in the same way.

User Manuals

1 Locate your CD-ROM drive in Windows Explorer and double-click on the program SETUP.EXE to open the COMPANION SUITE IH start window.

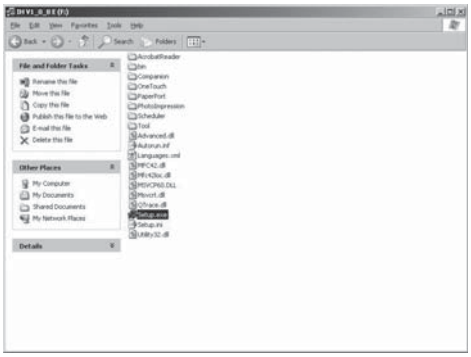
2 Click in the start window on the button VIEW USER GUIDES to learn about the functions of PAPER PORT.

If you do not yet have the program ACROBAT READER on your PC, install it from the installation CD in order to read the user manual in PDF format.

Overview of the Installation CD-ROM Content

1 Locate your CD-ROM drive in Windows Explorer and double-click on the program SETUP.EXE to open the COMPANION SUITE IH start window.

2 Click in the start window on the button BROWSE CONTENTS to learn about the contents of the installation CD.



PC Functions

2. Networks

You can connect your multifunction machine to a PC with a USB cable or to a PC or network via a wireless connection.

With the USB cable, you can connect your multifunction machine to a PC that is connected to a network. Other PCs on this network can then access the multifunction machine if it is shared for use on the network. You cannot connect the machine directly to a network over the USB cable!

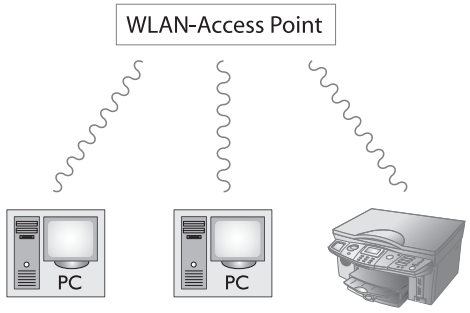
With a WLAN adapter, it is possible to integrate the multifunction machine into an existing wireless network as a network printer. It functions only with an original adapter, which you can purchase through our order service (see the back page of this user manual). More information: **www.fax.philips.com**

Wireless Networks

One refers to a wireless network or WLAN (Wireless Local Area Network) if at least two computers, printers or other devices communicate in a network over radio waves (high frequency waves). The data transmission in the wireless network is based on the TCP/IP protocol. Depending on the way the network is structured, it is referred to either as an infrastructure or ad-hoc network.

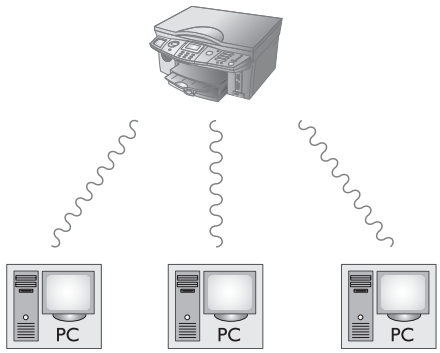
Infrastructure Wireless Network

In an infrastructure network, multiple devices communicate via a central access point (gateway, router). All data are sent to the access point (gateway, router) and distributed from there.



Ad-hoc Wireless Network

In an ad-hoc network, the devices communicate with each other equally, without an access point (gateway, router) acting as intermediary. The transmission rate in an entire ad-hoc wireless network depends on the worst connection in the network. The transmission rate depends on the spatial distance as well as obstacles between the sender and receiver such as walls or ceilings.



Setting Up Wireless Networks (WLAN)

Three steps are required to integrate your multifunction machine into a wireless network (WLAN):

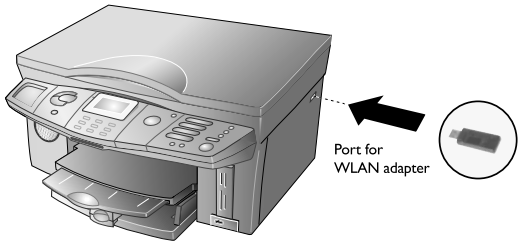
1. Configure the network on your PC.
2. Configure your multifunction machine for network operation.
3. Install the software Companion Suite IH with the required printer drivers on your PC after you have configured the machine.

Before you configure the multifunction machine, the network must be set up on your PC and, if applicable, on all connected devices (other PCs, access point, gateway, router) and must be functioning. All required information for configuration of the machine, such as network names (SSID), radio channel, WEP key, IP address or subnet mask must match the information of the network. You can find this information on your PC under Start > Settings > Network Connections. Select the WLAN there. Consult the user manual of your WLAN adapter for instructions on how to configure the wireless network on your PC. In larger networks, consult your network administrator.

Faultless communication is ensured if you also use an original adapter on your PC (see order service on the back page of this user manual). The newest drivers for the original adapter and other information can be found on our Internet page: **www.fax.philips.com**

Setting Up the Multifunction Machine

Insert the WLAN adapter into the side USB port of your machine.



The wireless adapter of your multifunction machine transmits data via the wireless protocol IEEE 802.11g but can also easily be integrated into an existing IEEE 802.11b network. Use only an original adapter for connecting to the multifunction machine (see order service on the back page of this user manual). Other wireless adapters can damage the machine.

Regardless of whether you use your multifunction machine in an infrastructure or ad-hoc network, you must configure certain network and security settings (e.g. the Service Set ID (SSID) and the WEP key). The settings must match the information for the network.

Setting the Network Type

Press **MENU/OK** and ⑨①② to select the network type. Use ▲/▼ to select AD-HOC or INFRASTRUC. (see the section Wireless networks). Confirm with **OK**.

a If you select AD-HOC, you will be asked to set the radio channel for transmission (default is 10). You can enter any channel if conflicts with nearby wireless networks arise. The radio channel must be the same as the channel selected on the PC. Enter the radio channel and confirm with **OK**.

b If you select INFRASTRUC., you will be asked to select the authentication mode. This specifies whether the multifunction machine authenticates itself on the access point (gateway, router) with the WEP key or whether the data should be encrypted for transmission in the wireless network. The following options are available:

NONE—No authentication takes place and data is transmitted unencrypted.

OPEN—No authentication takes place, but data is transmitted encrypted.

SHARED—The multifunction machine authenticates itself on the access point (gateway, router) with the entered WEP key, and data is transmitted encrypted.

BOTH—The authentication mode is selected arbitrarily by the machine.

Select a mode with ▲/▼ and confirm with **OK**.

If you select OPEN, SHARED or BOTH, you must enter a WEP key with the function 914.

Entering the Network Name (SSID)

Press **MENU/OK** and ⑨①③ to enter the network name (Service Set ID, SSID). Enter the SSID and confirm with **OK** (default is CRYSTAL_MFP). You can find the network name in the network settings of your PC. The SSID must match the SSID on the PC or on the access point.

Activating WEP Encryption

Unprotected wireless networks are accessible to others! Always protect your network against unauthorised access with the WEP (Wired Equivalent Privacy) standard. You must use the same WEP key on your multifunction machine and on all connected PCs and the access point (gateway, router).

WEP encryption is deactivated at the factory. Press **MENU/OK** and ⑨①④. Use ▲/▼ to select 64 BIT or 128 BIT. Confirm with **OK**. Enter the WEP key and confirm with **OK**.

With 64-bit encryption, the WEP key must be either 5 characters (ASCII) or 10 numbers (hexadecimal). With 128-bit encryption, the WEP key must be either 13 characters (ASCII) or 26 numbers (hexadecimal). You can enter four different WEP keys. You can find the WEP key in the network settings of your PC.

Selecting the Connection Mode

With the connection mode, you set the IP address and subnet mask. In an infrastructure network, you can select whether the settings should be made automatically or whether you would like to manually enter the IP address and subnet mask. In an ad-hoc network, you must make the settings manually.

Press **MENU/OK** and ⑨①⑤ to select the connection mode. Use ▲/▼ to select AUTO (DHCP) or MANUAL and confirm with **OK** (default is AUTO (DHCP), in an ad-hoc network you must select MANUAL).

The automatic configuration of IP address and subnet mask on the connected network PCs may take a moment.

If you select MANUAL, you must manually enter the IP address and subnet mask:

a The IP address is the address of the machine in the network. It must be different from the IP address of the PC or other network components, but must be within the same IP range. You can find the IP address in the network settings of your PC.

Press **MENU/OK** and ⑨①⑥. Enter the IP address (for example 192.168.001.×××—the first three sets of numbers are the IP range, these values must match the IP address on your PC. The last three digits determine are the individual IP address of the machine. You can enter any number between 000 and 255. However, this number must be unique within the network; it may not be used on any other PC or network component. Confirm with **OK**.

b In a network with a gateway or router, the subnet mask indicates whether the respective data packets are addressed to an internal recipient in the network or whether they should be sent to a recipient outside of the network. You can find the subnet mask in the network settings of your PC. Press **MENU/OK** and ⑨①⑦. Enter the subnet mask (for example 255.255.255.000). Confirm with **OK**.

Entering the Host Name

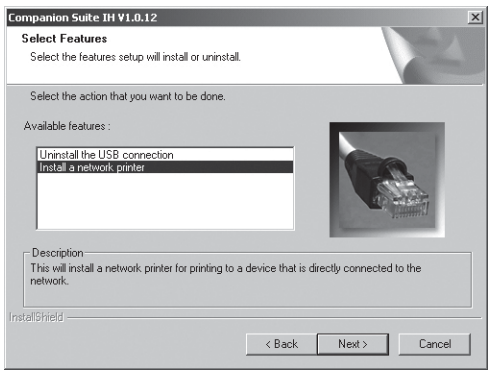
Your multifunction machine will log onto the network with the host name. Entry of a name is optional; if you do not change the factory settings, the machine will log on as CRYSTAL. Press **MENU/OK** and ⑨①⑧. Enter any host name and confirm with **OK**.

All entries must match the settings on the PC and on all other connected PCs or the access point (gateway, router). The radio channel, the network name (SSID), the WEP key and the subnet mask must be the same; the IP address must be within the same IP range, but must be unique within the network. You can find the necessary information in the network settings of your PC.

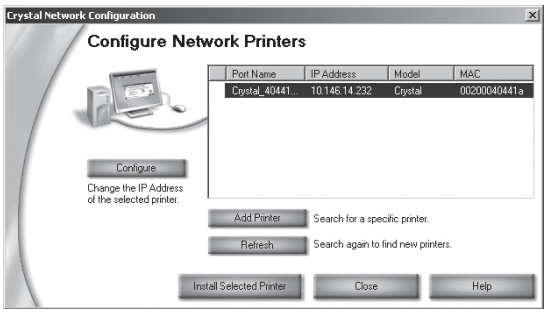
Installing Printer Drivers

After you have configured your multifunction machine, you must install Companion Suite IH with the required printer drivers. If you have not yet installed the software, select custom installation of Companion Suite IH (see Installing Individual Applications (Custom Install)). During the installation, select Network printing as the connection type.

If you have already installed Companion Suite IH, you can start the setup process again from the installation CD and select Modify. You can also click on Start > Programs > Companion Suite > Companion Suite IH > Add or Remove a Device.


Companion Suite IH V1.0.12
Select Features
Select the features setup will install or uninstall.
Select the action that you want to be done.
Available features :
Uninstall the USB connection
Install a network printer
Description
This will install a network printer for printing to a device that is directly connected to the network.
InstallShield
< Back
Next >
Cancel

Select Install a network printer and confirm with Next.



Select Crystal Printer and click on Install the Selected Printer.

Printing a Network Report

You can print an overview of all network settings. Press **MENU/OK** and ⑨⑤. The network report is printed out.

Restoring the Factory Settings

You can restore the factory settings with the function 919.

1 Press **MENU/OK** and ⑨①⑨.

2 Use ▲/▼ to select ARE YOU SURE: YES, and confirm with **OK**. All WLAN settings are reset to the factory settings.

3. Using Companion Suite IH

With the selection window Companion – Director, you can use numerous functions of your multifunction machine from the PC. You can access and edit the telephone book of your multifunction machine, scan documents and convert them to the desired file format with the help of the OCR software or send documents and images for printing. Programs are also available for graphical editing of your image files (Photo Impression) and for file management (Paper Port). Your messages (faxes or SMS*) can be sent and received directly on the PC.

Open the selection window Companion – Director by …

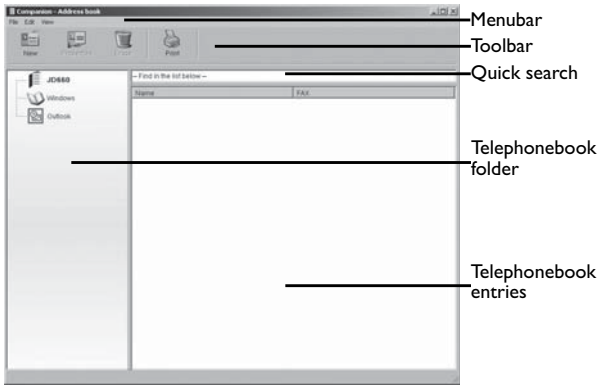
- double-clicking on the shortcut Companion – Director on the desktop or
- right-clicking on the icon Companion – Monitor in the system tray on the lower right of the PC screen and selecting Companion – Director,
- Selecting Start > Programs > Companion Suite > Companion Suite IH > Companion – Director.

By pressing the right mouse button, you can change the colour and shape of the selection window.

Telephone Book

The Address book application loads the telephone book of your multifunction machine (see also section **Machine Functions** / Telephone Book). All changes that you make on the PC are automatically saved in the telephone book of your multifunction machine. This type of telephone book linkage makes it easy to send PC messages (faxes, SMS*).

Click in the selection window Companion – Director on the button Address book; the dialog Companion – Address Book appears.



With the function Companion – Address Book, you can copy entries back and forth between the address books of Windows, Microsoft Outlook and your multifunction machine. To do this, select a telephone book entry and drag it to the desired telephone book folder by holding down the mouse button.

Creating Entries

1 Click in the toolbar on New and select Contact.

2 Enter the name, telephone number (or e-mail address*) as well as the speed for fax transmission. You can also assign speed dialling buttons* to frequently used numbers.

3 Click on OK. The entry is saved in the telephone book of your multifunction machine. (Press ✕ to cancel the current function.)

PC Functions

* SMS—Crystal 660 (depending on country and network)
E-mail—It is possible that individual functions are not yet activated for your machine firmware.
Update the firmware of your machine (see section **PC Functions** / Using Companion Suite IH / Firmware Update).

Creating Groups

1 Click in the toolbar on NEW and select GROUP.

2 Enter a group name. Click on SELECT THE MEMBERS and add entries by selecting a contact under ADDRESS BOOK and clicking on ►. (With ◄ you can remove an entry from the group.)

3 Click on OK. The group is saved in the telephone book of your multifunction machine. (Press ✕ to cancel the current function.)

⚠ Your multifunction machine can display a maximum of 20 characters and 30 numbers on the display.

Editing Entries and Groups

1 In the dialog COMPANION – ADDRESS BOOK, select the entry that you would like to edit and click in the toolbar on PROPERTIES.

2 Make the desired changes and click on OK. (Press ✕ to cancel the current function.)

Deleting Entries and Groups

1 In the dialog COMPANION – ADDRESS BOOK, select the entry that you would like to delete and click in the toolbar on ERASE.

2 Confirm the deletion of the entry or group.

Please note that this not only deletes entries from the telephone book but also any links to a group or a speed dialling button*.

Using the Telephone Book

If you would like to send a message (fax, SMS*), you can quickly and easily select the recipient from the telephone book (see **Faxing**, **SMS***).

Printing the Telephone Book

Click in the toolbar on PRINT. If you have not selected any entries, your multifunction machine prints a list of all existing telephone book entries.

Importing / Exporting the Telephone Book

With the function COMPANION – ADDRESS BOOK, you can save/archive the telephone book of the multifunction machine on your PC or load entries into your machine.

The file import and export must take place with the file format *.EAB.

1 Click in the menu bar on FILE > EXPORT, to copy the telephone book entries of your multifunction machine to the PC. Select the desired archive folder.

2 Click in the menu bar on FILE > IMPORT, to copy entries to your multifunction machine. Select the file that you would like to import.

Faxing

Faxes are sent and received over the modem that is built into your multifunction machine. For more detailed information, please read the section **Machine Functions** / Fax.

Click in the selection window COMPANION – DIRECTOR on the button FAX; the dialog **COMPANION – MANAGER FAX** appears. You can view, edit and send your fax documents.

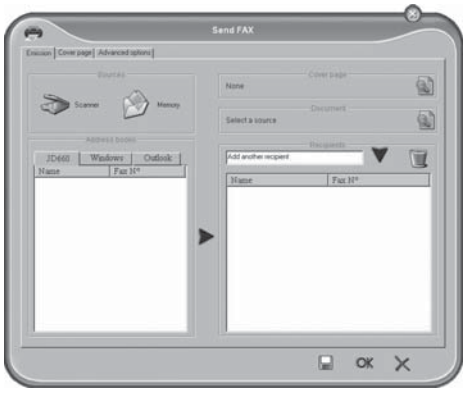
Sending Faxes

Fax Transmission via the Dialog COMPANION – MANAGER FAX

You can send both documents saved on the PC as well as scans created on the multifunction machine as faxes

* SMS—Crystal 660 (depending on country and network)
Speed dialling—Crystal 650

1 Click in the toolbar on New, Document, and select Fax.



a **Faxing a scan:** Click on Scanner and lay the document with the printed side face down in the flatbed scanner (see also section **Machine Functions** / Installation / Loading Documents).

b **Faxing/forwarding a PC document** (file formats: *.tif (*.tiff); *.fax): Click on Memory and select Programs > Companion Suite IH > Documents > Fax. Here you will find all the documents that you have sent and received via the PC. In the Received folder, you can select received faxes and forward them to another recipient.

2 Enter the telephone number of the recipient. There are multiple ways to do this: Enter the telephone number of the subscriber in the field Recipient and click on ▼, or select a telephone book entry under Adress book and click on ►. You can also send your fax to multiple recipients.

Select an entry in the recipient list and click on to remove a subscriber from the list.

If you are operating your multifunction machine on a private branch exchange, enter the configured outside line access code for PC fax transmission (see section **Machine Functions** / Settings / Private Branch Exchange (PABX)).

3 Click on Cover page to include sender identification. Use a saved version or create a new title page (see also Fax Settings on PC). Confirm your entries with OK.

4 Click on Advanced Options to set the desired resolution or to send your fax at a later time. Click on OK.

5 Then click on OK. The fax is sent.

6 The fax management folder Outbox informs you about the transmission status of your faxes. If you would like to cancel a fax transmission, select the fax message and click in the toolbar on Stop.

If you would like to save your fax as a template, click on . (Press ✕ to cancel the current function.)

After the transmission, the machine prints out a transmission report, depending on the settings (see also Changing PC Fax Settings).

If the fax send folder contains approximately 30 entries, your multifunction machine automatically prints out a journal and a Log entry is created in the folder Send log, which documents your fax transmissions. The log entries are automatically printed once enough entries for a full A4 page are collected (see Changing PC Fax Settings).

Fax Transmission via PC Applications

You can send a document as a fax from any Windows program.

1 Within the application, click on File > Print and select **Companion Suite Fax** as the printer name.

2 The Fax dialog appears. You can use this to send the document as a fax.

Receiving Faxes

Please note that you must activate PC fax reception on your multifunction machine with function 38 (see section **Machine Functions** / Fax / Setting Advanced Reception Options).

When a new fax message arrives, the symbol appears on the lower edge of the Companion – Manager Fax dialog. If you have not changed the factory settings for fax reception, faxes are automatically received in the fax management folder Inbox and printed out.

Reading Fax Messages

Select the desired fax message in the folder Inbox and click in the toolbar on Preview to read the fax.

Printing Fax Messages

Select the desired fax message in the folder Inbox and click in the toolbar on Print to print the fax.

If the received faxes folder contains approximately 30 entries, your multifunction machine automatically prints out a journal and a Log entry is created in the folder Reception log, which documents your fax transmissions. The log entries are automatically printed once enough entries for a full A4 page are collected (see Changing PC Fax Settings).

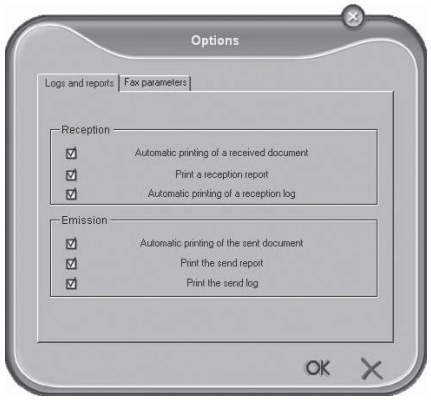
Changing PC Fax Settings

Print and Send Options

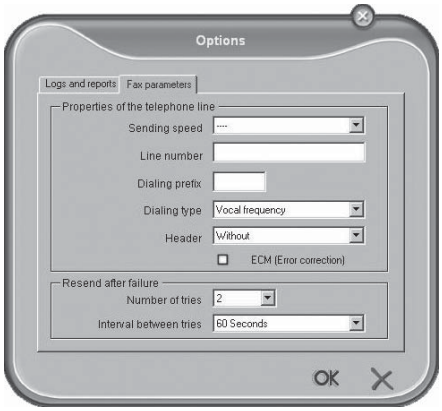
1 Click in the menu bar on Tools > Options > Fax.

2 With the dialog Logs and reports you can configure custom print settings for your faxes,

transmission reports and journals on the PC. Multiple selection is possible.



In the Fax-Parameters window, you can configure custom settings for PC fax transmission.



We recommend checking the fax parameters when problems arise during fax transmission (see section **Machine Functions** / Fax / Changing the Fax Settings). Take note of the machine-specific transmission speed (see **Appendix** / Technical Data).

3 Click on OK to save your settings. (Press ✕ to cancel the current function.)

Profile and Title Page

With the Profile function, you can enter and save your personal sender identification to be sent with your fax messages as the title page.

1 Click in the menu bar on Tools > Profile.

2 Enter the data that should appear on the title page.

3 Save your profile by clicking OK. (Press ✕ to cancel the current function.)

SMS

(Crystal 660; depending on country and network)

SMS messages are sent and received over the modem that is built into your multifunction machine. For more detailed information on the SMS function, please read section **Machine Functions** / SMS.

Click in the selection window Companion – Director on the button Sms; the dialog **Companion – Manager SMS** appears.

Sending SMS Messages

1 Click in the toolbar on New and select SMS.

2 Enter the text you would like to send in the field Content of the message. You can add "smilies" as well as the date and time to your message by clicking on one of the symbols on the left, next to the text entry field.

If problems occur during sending of the SMS, it could be that your SMS is too long. You can enter a maximum of 160 characters or 640 characters (depending on country and telephone network).

3 In the field Telephone number:, enter the telephone number of the subscriber and click on ▼, or select a telephone book entry under Contact list: and click on ►. You can also send your SMS message to multiple recipients (max. ten).

Select an entry in the recipient list and click on or ◄ to remove a subscriber from the list.

4 Click on if you would like to send your SMS at a later time or assign it a priority.

5 Click on OK; your SMS message is sent.

6 The SMS management folder Outbox informs you about the transmission status of your SMS messages. If you would like to cancel an SMS transmission, select the SMS message and click in the toolbar on Stop.

If you would like to save your SMS message as a template, click on . (Press ✕ to cancel the current function.)

After the transmission, the machine prints out a transmission report, depending on the settings (see also Changing PC SMS Settings).

If the SMS send folder contains approximately 30 entries, your multifunction machine automatically prints out a journal and a Log entry is created in the folder Reception log, which documents your SMS transmissions. The log entries are automatically printed once enough entries for a full A4 page are collected (see Changing PC SMS Settings).

Receiving SMS Messages

When a new SMS message arrives, the symbol appears on the lower edge of the Companion – Manager SMS dialog. If you have not changed the factory settings for SMS reception, SMS messages are automatically received in the SMS management folder Inbox and printed out.

Reading SMS Messages

Select the desired SMS message in the folder Inbox and click in the toolbar on Preview to read the SMS.

Printing SMS Messages

Select the desired SMS message in the folder Inbox and click in the toolbar on Print to print the SMS.

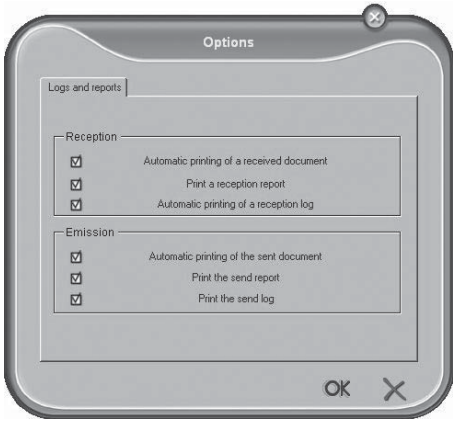
If the SMS send folder contains approximately 30 entries, your multifunction machine automatically prints out a journal and a Log entry is created in the folder Send log, which documents your SMS transmissions. The Log entries are automatically printed once enough entries for a full A4 page are collected (see Changing PC SMS Settings).

Changing PC SMS Settings

Printing Options

1 Click in the menu bar on Tools > Options > SMS.

2 In the Logs and reports window, you can configure custom printing settings for your SMS messages, transmission reports and journals on the PC. Multiple selection is possible.



3 Click on OK to save your settings. (Press ✕ to cancel the current function.)

Profile

With the Profile application, you can enter and save your personal sender identification to be sent with your SMS messages as the header.

1 Click in the menu bar on Tools > Profile.

2 Enter the data that should appear as the sender identification.

3 Save your profile by clicking OK. (Press ✕ to cancel the current function.)

Please note that your sender identification counts as text and reduces the number of characters available for your SMS message.

Printing

When you install the Companion Suite IH on your PC, the multifunction machine is installed as a (network) printer under Windows. You will find the multifunction machine in the Windows printer menu as **Crystal Printer**.

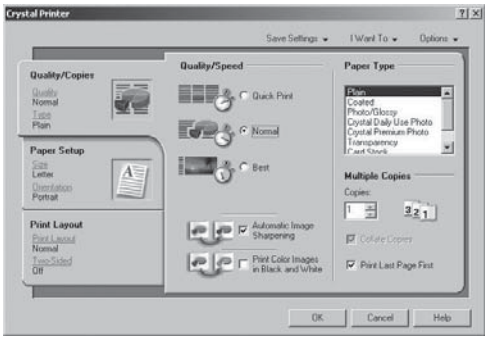
You can access your multifunction machine from any program and create printouts in colour or black-and-white.

> Simply select **Crystal Printer** as printer in the program.

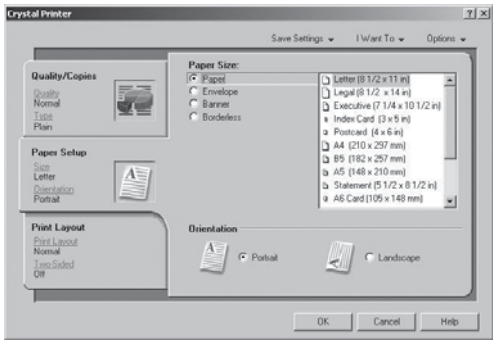
Editing Printing Settings

Click on Properties to edit the printing settings. The Crystal Printer window appears.

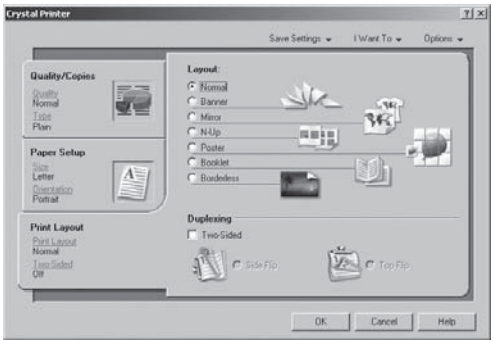
Under Quality/Copies you can select the desired paper type and printing speed and define the number of copies.



Under Paper Setup you can select the desired paper format and the orientation of the paper.



Under Print Layout you can configure the layout settings and define the order of the individual pages in the printout.

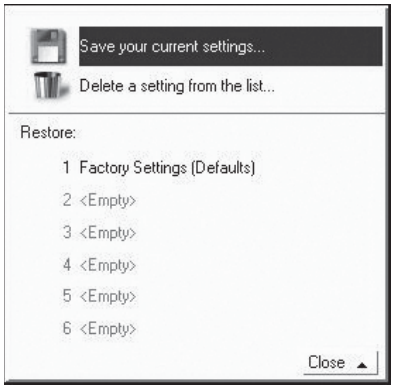


You can print on both sides of the paper (= duplex printing). Your multifunction machine stops the printout halfway through the printing process and a message appears on the PC screen asking you to turn the paper and insert it back in so that the duplex printing can be continued.

Click in the Crystal Printer dialog on I Want To to configure additional specific printing settings.

Saving Printing Settings

All printing settings that you configure are reset to the factory settings after the printout is created, unless you save them as the new standard settings. Click in the Crystal Printer dialog on Save Settings to save or select a settings profile or to delete profiles that are no longer needed.



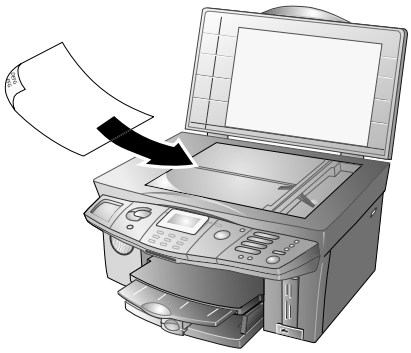
Displaying Printing Help

Click in the Crystal Printer window on Options if you need specific information and help on printing.

Scanning

With Companion Suite IH you can scan documents and edit them on the PC. During scanning, documents (e.g. texts, images) are electronically prepared for the PC so that you can open, edit and save them in a word processing or image editing program.

1 Lay the document onto the flatbed scanner with the written side facing down (see section **Machine Functions** / Installation / Loading Documents).



2 You can start the scanning process from the PC or from the multifunction machine. You have the following options:

Variant 1—Scan To

Open the Scan To window on the PC screen by pressing on the multifunction machine. The scanning process is started.

If you have installed the program Paper Port, the document is scanned and assigned to the application Paper Port by default. (You can also change the default settings—see also Variant 2—One Touch).

Variant 2—One Touch

Click on the icon in the system tray on the lower right of your PC screen (next to the clock). The One Touch selection window appears.

1 This selection window allows you to choose among various options for document editing:

Custom—Select any program to which the scan should be transferred.

Email—The scan is attached to an e-mail.

OCR—You can correct, modify or convert the scanned document for other programs using the OCR software (Optical Character Recognition).

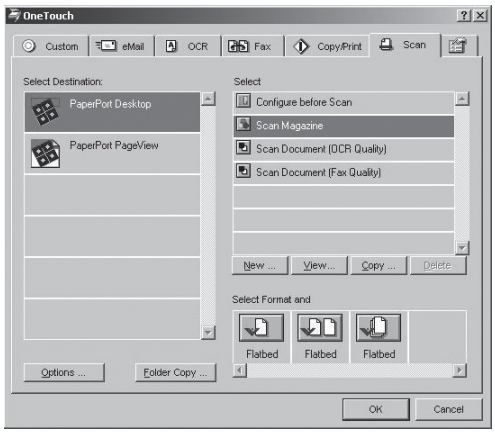
Fax—The scan can be sent as a fax.

Copy—A copy is made of the scan.

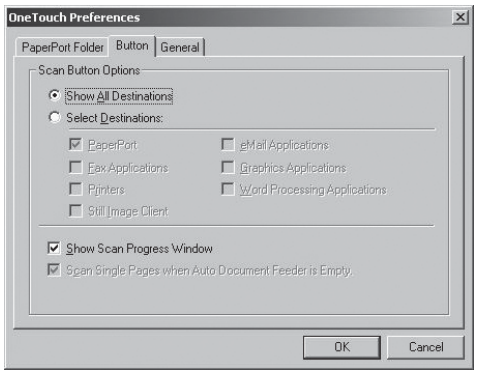
Scan—The scanned document is opened with the program Paper Port.

Click on the desired symbol. The scan is started and transferred to the selected application.

2 You can also configure special settings for these applications and change the standard settings (by right-clicking on the corresponding button).



Select Destination: If you would like to link the Scan To function to a program other than Paper Port, you can select another program to which the scan should be transferred by default. Click on Folder copy ... and under Button click on the option Show All Destinations to assign new target programs for the scan.



Select configuration: You can create profiles here. You can save settings that you would like to use frequently for scanning.

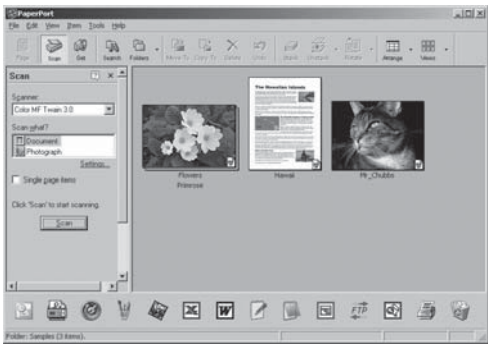
Select Format and Page(s): You can combine multiple scans into one document or save them as separate documents.

Variant 3—MF-Twain

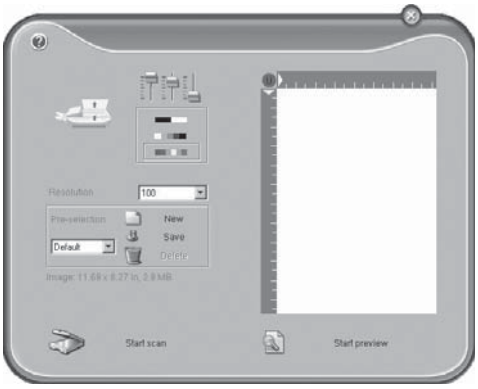
Open the program Paper Port by …

- double-clicking on the shortcut Companion – Director on the desktop and clicking on Doc – Manager in the selection window or
- selecting Start > Programs > ScanSoft Paper Port > Paper Port on the PC.

You can also start the scanning process from any other graphics program if the program supports Twain Drivers.



Set the Twain driver under SCAN. Select whether you would like to scan a document or a photograph. Click on SCAN. The following selection window appears.



By moving the sliders, you can select the orientation and filter settings for the scan.

You can select whether you would like to scan in black-and-white or colour mode with the buttons under the sliders.

Set the desired scan resolution under RESOLUTION.

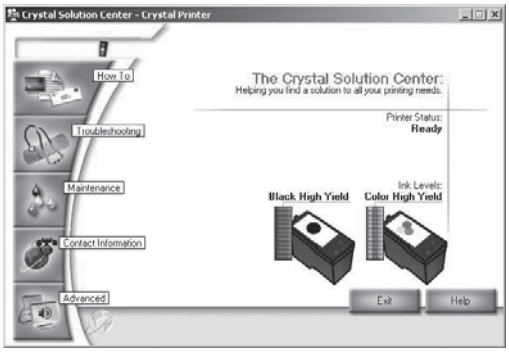
Under the menu item PRE-SELECTION, you can create different profiles. In a profile, you may save settings that you would like to use fairly often, for example, for scanning of a frequently-used document type. First configure the settings. Then click on NEW and enter a name for the profile. Click on SAVE. To scan documents with the saved settings, select the new profile from the selection menu.

Click on the button START SCAN to commence with the scanning process. After the scanning is finished, the document appears in the main window of PAPER PORT. You can save the scan or edit it in a graphics program (e.g. PHOTO IMPRESSION) or the OCR software.

Displaying the Ink Level

With the COMPANION SUITE IH you can display the remaining ink level of the ink cartridges on the PC.

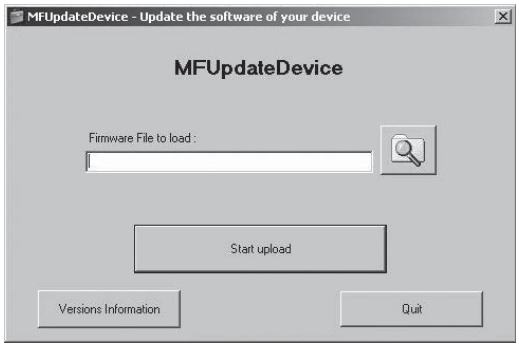
Click on START > PROGRAMS > COMPANION SUITE > COMPANION SUITE IH > SOLUTION CENTER (PRINTER); the dialog **CRYSTAL SOLUTION CENTER** appears:



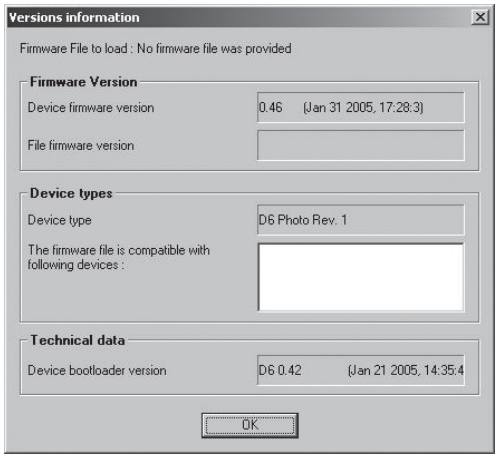
Firmware Update

The firmware defines the basic functions and capabilities of your multifunction machine. We constantly strive to implement improvements and innovations. With COMPANION SUITE IH you can perform a firmware update.

1. Check our homepage **www.fax.philips.com** for information on the current firmware version available for your multifunction machine.
2. The firmware version with which your machine is operating can be checked by clicking on START > PROGRAMS > COMPANION SUITE > COMPANION SUITE IH > COMPANION-UPDATE DEVICE. The MFUPDATEDEVICE window appears:



Click on VERSION INFORMATION to see the current firmware version of the machine.



With menu function 83 you can check the firmware version directly on the machine. Press **MENU/OK** and ⑧③. Enter the following code using the number pad: ⑦⓪④①⓪⓪. The display shows the current firmware version.

3 Download the firmware file from our homepage and save it on your PC.

The firmware update deletes all telephone book entries as well as saved fax, SMS and MMS messages. Archive the telephone book with Companion – Address Book or copy the entries to the Windows address book. Print the saved fax, SMS or MMS messages before performing the firmware update to prevent loss of data.

4 In the MFUPDATEDEVICE window under FIRMWARE FILE TO LOAD select the saved firmware file. Then click on START UPLOAD to transfer the current firmware file to the multifunction machine.

Check whether the message BOOTLOADER WRITING appears on the display because your machine should be in bootloader mode for the update process.

Never disconnect the USB connection during the update process!

Wait until the firmware update is completed before performing more operations on your multifunction machine.

5 During the first firmware update, windows appear on the screen which must be handled differently depending on the operating system:

Windows 98SE · ME: These windows disappear on their own after completion of the firmware update.

Windows 2000 (SP3): Select NO, NOT THIS TIME and click on NEXT. Follow the further instructions to complete the firmware update.

Windows XP (SP2): Select NO, NOT THIS TIME and click on NEXT. Follow the further instructions to complete the firmware update.

4. Uninstalling the Driver and Software

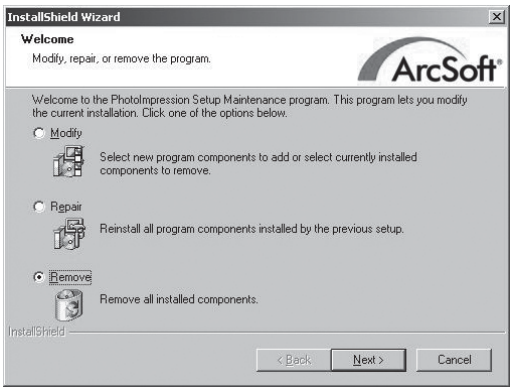
Uninstalling with the CD-ROM

Close all open programs and applications before beginning the removal process. Place the CD-ROM in the CD-ROM drive of your PC. (If the program does not start, locate your CD-ROM drive in Windows Explorer and double-click on the program SETUP.EXE.)

1 In the COMPANION SUITE IH start window, click on the button UNINSTALL PRODUCTS and click on ALL PRODUCTS and select ALL in the following window to uninstall.

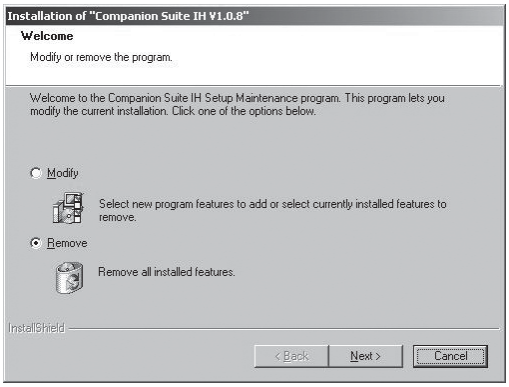
If you would like to remove specific applications, click on the button CUSTOMIZED. The CD-ROM will uninstall the selected application.

2 You can change, repair or remove the program settings for PHOTO IMPRESSION. Select REMOVE and click on NEXT. In the next window, confirm the removal of PHOTO IMPRESSION with FINISH.


InstallShield Wizard
Welcome
Modify, repair, or remove the program.
ArcSoft
Welcome to the PhotoImpression Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

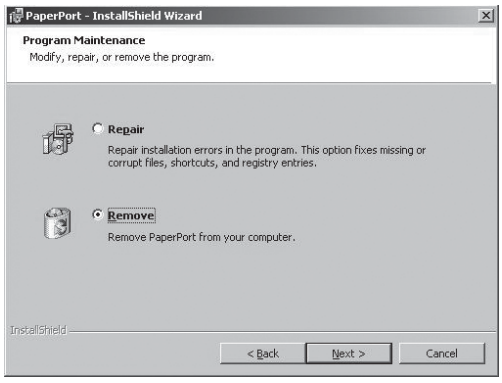
If you would like to cancel the uninstall process, click on CANCEL.

3 Your PC will now prepare for the uninstall process. Select REMOVE to delete the device driver. Click on NEXT and confirm with OK in the following window.

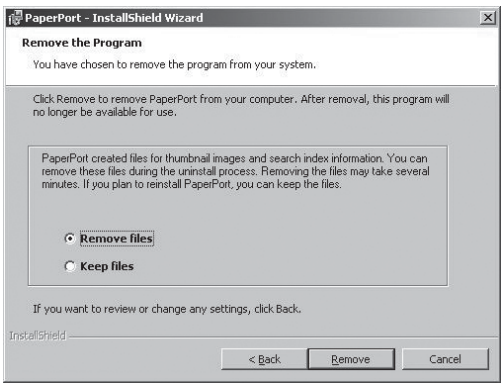

Installation of "Companion Suite IH V1.0.8"
Welcome
Modify or remove the program.
Welcome to the Companion Suite IH Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program features to add or select currently installed features to remove.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

For custom uninstall settings, select MODIFY. You can change the PC connection type either by uninstalling the USB connection or adding a wireless network. You can also configure your multifunction machine as a network printer.

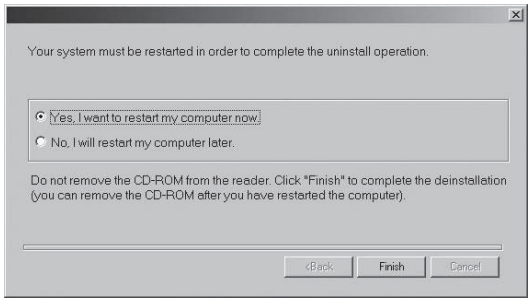
4 Click on NEXT to continue the removal of PAPER PORT. You can repair or remove the program settings for PAPER PORT. Select REMOVE and click on NEXT.


PaperPort - InstallShield Wizard
Program Maintenance
Modify, repair, or remove the program.
Repair
Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries.
Remove
Remove PaperPort from your computer.
InstallShield
< Back
Next >
Cancel

5 Select REMOVE FILES to delete the settings for PAPER PORT from the PC. Click on REMOVE FILES and complete the removal of PAPER PORT by clicking on FINISH in the following window.


PaperPort - InstallShield Wizard
Remove the Program
You have chosen to remove the program from your system.
Click Remove to remove PaperPort from your computer. After removal, this program will no longer be available for use.
PaperPort created files for thumbnail images and search index information. You can remove these files during the uninstall process. Removing the files may take several minutes. If you plan to reinstall PaperPort, you can keep the files.
Remove files
Keep files
If you want to review or change any settings, click Back.
InstallShield
< Back
Remove
Cancel

6 After removal of the device driver and the software, you must restart your PC. Disconnect the multifunction machine from the PC **before** restarting. Click on FINISH. Do not remove the CD-ROM from the CD-ROM drive until after the restart.


Your system must be restarted in order to complete the uninstall operation.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the deinstallation (you can remove the CD-ROM after you have restarted the computer).
<Back
Finish
Cancel

You can also restart the PC at a later time to allow you to continue working with other open programs or save unsaved data.

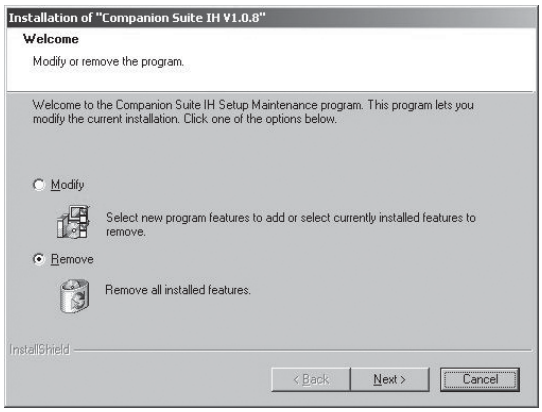
Uninstalling via the Start Menu

You can also uninstall COMPANION SUITE IH without using the CD-ROM. Close all open programs and applications before beginning the removal process.

Variant 1

Click on START > PROGRAMS > COMPANION SUITE > COMPANION SUITE IH > UNINSTALL on the PC.

You can either repair the device driver or remove it. Select REMOVE and click on NEXT.


Installation of "Companion Suite IH V1.0.8"
Welcome
Modify or remove the program.
Welcome to the Companion Suite IH Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program features to add or select currently installed features to remove.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

You will be asked to confirm the uninstall. After you have clicked on OK, COMPANION SUITE IH will be removed from your PC. At the conclusion of the uninstall process you must restart your PC. Disconnect the multifunction machine from the PC **before restarting**.

The programs PHOTO IMPRESSION and PAPER PORT are not deleted and remain available for use.

Variant 2

Click on START > SETTINGS > CONTROL PANEL > ADD OR REMOVE PROGRAMS to view which programs are installed on the PC.

1 Click on the program that you would like to delete and select CHANGE/REMOVE.

2 Follow the further instructions on the PC screen to delete the selected program from the hard drive of your PC.

Appendix

Glossary

Access Point: Central access point in a WLAN. All network devices must register themselves with the access point to be able to communicate with other devices in the network. All devices send the data to the access point, which distributes the data within the network.

Active Fax Switch: The passive fax switch distinguishes incoming calls according to fax transmissions and other calls based on the calling tone (CNG signal, 1100 Hertz). The active fax switch also controls the ring behaviour of the devices and coordinates externally connected devices (see Additional Devices, see Fax Switch).

Active Sensing: General term for the active control and coordination of externally connected devices. With active sensing, the multifunction machine detects additional devices connected in parallel and in series and forwards voice calls and messages to these devices.

Additional Devices: You can connect additional devices to your fax machine, such as answering machines, telephones, charge meters and computer modems; these can be connected either in series or in parallel. Parallel connection means that the devices are connected to another telephone socket of the same line. If you connect the devices to the external socket of your fax machine, they are connected in series. The active fax switch of your machine can control devices that are connected in serial or in parallel.

Ad-Hoc-Network: see Network

Automatic Redial: If the subscriber is busy, your machine will dial the number again after a specified interval).

Bluetooth: Standard for wireless transmission of data over a distance up to approximately ten meters. With the OBEX protocol (Object Exchange Protocol) you can transfer files unidirectionally from Bluetooth-capable devices to your multifunction machine.

Broadcasting: With this function you can send a message to multiple fax recipients.

Calling Line Identification Presentation (CLIP): see Identification Presentation

Call-by-Call: It is possible to place telephone calls through different private service providers. With prefixes added before the actual telephone number, each telephone call can be placed through a different provider.

Chain Dialling: see Combining Numbers

CNG Tone (Calling Signal): A tone (CalliNG) with which a fax transmission is announced. When the CNG tone occurs, the fax switch of the device recognises an incoming fax call and starts the fax reception.

Combining Numbers (Chain Dialling): You can individually combine and edit telephone book entries, manually entered numbers and numbers from the redial list before starting the actual dialling process. For example, if you have saved the prefix of an inexpensive telephone provider (see Call-by-Call) as a telephone book entry, select this entry and enter the desired telephone number.

Crystal Image: An image and text enhancement function developed specially for your multifunction machine for printing and copying your black-and-white and colour documents.

Dialling Pause: Long-distance numbers or telephone numbers with sub-addresses/extensions sometimes require the insertion of a dialling pause to prevent the dialling from occurring too quickly and resulting in a loss of the connection.

Dongle: see Wireless Adapter

Easylink: Coordinates externally connected telephones on the same line (forwarding voice calls, starting fax reception, etc.)—see also Additional Devices.

E.C.M (Error Correction Mode): Reduces transmission errors that result from poor line quality, thereby reducing the transmission time. Both of the connected fax machines must support E.C.M.

Encoding: A process with which the information of a fax transmission is encoded and compressed. The minimum standard is MH (Modified Huffmann). Your multifunction machine uses the superior encoding processes MR (Modified Read) and MMR (Modified Modified Read) as long as the other machine also supports these modes.

Encryption: Security for the transmitting of network data (see also WEP Standard).

Energy Saving Mode: After not being used for about two minutes, the machine switches to the energy saving mode. If the device is called (e. g. by a fax transmission) or if you would like to create a printout or a copy, the machine activates the starting mode.

EXIF-Information: Detailed image information about your photos (e.g. recording time, aperture, exposure). Almost all modern digital cameras support the EXIF standard.

Fax Groups: Fax machines are classified in terms of internationally standardised fax groups based on their transfer type and speed. Connections between two devices of different groups is possible; the lowest common transfer rate is selected. The determination of the speed takes place during the handshake. Fax groups 1 to 3 are analogue fax machines. Nowadays, groups 1 and 2 are hardly to be found any longer; fax machines of group 3—which have a transfer speed that ranges from 9,600 to 33,600 bps—are currently most

standard. Group 4 fax machines are digital devices that function exclusively on ISDN systems. They have a maximum transfer speed of 64,000 bps.

Fax Polling: The option of retrieving documents from another fax machine (active) or making documents available to be retrieved by other fax machines (passive).

Fax Switch: If you operate the multifunction machine and an external telephone on the same line, the (passive) fax switch distinguishes fax calls from other calls. Fax switches can be either "active" or "passive". Your multifunction machine has an active fax switch (see Active Fax Switch).

Fax Tone (CNG Signals): see CNG Tone (Calling Signal)

Firmware Upload: Updating the device functionality.

Firmware: Program code stored in Flash memory that controls the basic functions of a device. Sometimes also referred to as the device driver.

Gateway (Router): Devices for transferring data between networks. The router forwards the data that arrive at the gateway. If your network communicates with other networks, you may have to configure the gateway IP address (please contact your network provider).

High-Power Connection: see USB

Identification Presentation (Calling Line Identification Presentation, CLIP): There are two types of caller ID: Telephone number display for incoming calls and sending of the telephone number for outgoing calls. Your telephone company must offer both services and must enable them for your phone connection. The sending of the telephone number can be disabled temporarily or completely (= telephone number suppression).

Infrared (also IrDA-Infrared Data Association): Data transmission via infrared at distances up to one meter. A visual connection must exist between the IrDA ports. With the OBEX protocol (Object Exchange Protocol) you can transfer files unidirectionally from Bluetooth-capable devices to your multifunction machine.

Infrastructure Network: see Networks.

Ink Level Memory: Your multifunction machine keeps track of the ink consumption of each printout and uses this information to calculate the ink level of the cartridges. The indicated ink level is only meaningful if you update each new ink cartridge with the Plug'n'Print card that is provided with the cartridge (see also Plug'n'Print Card).

IP Address: Sequence of numbers separated by periods (= address) for identification of computers that are connected to the Internet or a WLAN network (see also TCP/IP).

Journal: A report of the documents sent and received. The journal is either printed out automatically after 30 transmissions or you can print it out manually when needed (see section **Machine Functions** / Troubleshooting / Printing the Journal)

Low-Power Connection: see USB

Dual Tone Multi-frequency (DTMF): see Tone Dialling

Modem: A modem converts digital computer signals into acoustic signals and vice versa.

Networks: Connection between two or more computers and/or other network devices, such as printers, modems or routers. In a LAN (Local Area Network), network components can also be connected by radio instead of by cables: Wireless Local Area Network (WLAN). Networks have different structures (= architecture). In an infrastructure network, all devices are connected to a single access point. Data is exchanged in the network through this access point. In an ad-hoc network, the devices communicate with each other directly, without an access point.

Outside Line Access Code: The outside line access code is the number (usually "0") or letter (usually "R") that must be dialled before the actual telephone number on a private branch exchange in order to establish a connection to the public telephone network.

Parallel Connection: see Additional Devices

Plug'n'Print Card: Chip card for updating newly inserted ink cartridges. A cartridge that has once been activated with the corresponding Plug'n'Print card will be recognised again, even if you remove the cartridge temporarily.

Polling: see Fax Polling

POP (Post Office Protocol): Internet protocol for downloading e-mail.

Protocols: Standardised rules and conventions for transmitting data in networks (e. g. TCP/IP: the most well-known protocol for Internet communication, used by almost all operating systems; IEEE 820.11b: typical wireless network protocol; standard ITU T30 for fax transmissions).

Pulse Dialling: A dialling process that is used in older telephone networks. You hear a "clicking" for each number dialled.

Resolution: Number of dots per inch (dpi). The following settings are available to you for fax transmissions: standard, fine, superfine F, photo and for colour faxes **COL**. For copying, the available resolutions are DRAFT, NORMAL and PHOTO.

Scanning: Reading a document via the flatbed scanner for sending as a message, copying, faxing or editing on the PC.

Sender identification (= header): Display of the telephone number, name, date and time on outgoing messages.

Serial Connection: see Additional Devices

Speed Dialling: In addition to the telephone book, nine speed dialling buttons are available to you for frequently dialled numbers.

Stand-alone: Your multifunction machine even functions independently of a PC or network connection.

TCP/IP (Transmission Control Protocol over Internet Protocol): Fundamental Internet connection protocol, often also used as a collective term for the Internet protocol suite.

Telephone Book Index: The entries saved in the telephone book are automatically sorted alphabetically and can be accessed quickly by pressing the initial letters.

Tone Dialling (Dual Tone Multi-Frequency): A dialling process that is used in modern telephone networks. Each number dialled is assigned a specific tone (called DTMF tones).

Transmission error reduction: see ECM

Transmission Speed: CCITT / ITU has published international standards for the transmission of data over telephone lines. The most important transmission speeds for fax transmissions are:
V.17—7.200 to 14.400 bps
V.21—max. 300 bps
V.22—max. 1.200 bps
V.22 bis—max. 2.400 bps
V.27 ter—max. 4.800 bps
V.29—max. 9.600 bps
V.32 bis—max. 14.400 bps
V.34—max. 33.600 bps

URL (Uniform Resource Locator): Standardised form for objects in the Internet, usually WWW pages, but also files on FTP servers or e-mail addresses.

USB Connection: Additional devices can be connected to the USB port (Universal Serial Bus) of the multifunction machine. One differentiates between high-power and low-power connections. High-power devices are also supplied with power through the USB port; they do not have their own power supply. Low-power devices receive power from their own power supply, the do not need power from the USB port. You can only connect one high-power device and no more than two low-power devices to your multifunction machine at a time.

WEP Standard (Static Encryption): Your multifunction machine supports the WEP standard: All devices in the network use the same encryption. The following types of WEP encryption can be used in the network: 64-bit (max. ten characters) and 128-bit (max. 26 characters).

Wireless Adapter: Internal or external transceiver on a device.

WLAN: Grouping of at least two computers, printers and other devices that are connected via radio waves. Requirement: All participating devices must have a wireless adapter.

Abbreviations

BIP: Basic Imaging Profile (Bluetooth protocol)

bps: Bits per second (transmission speed)

CCITT: Comite Consultatif International Telephonique et Telegraphique (predecessor of ITU)

CE: Conformité Européenne

CEPT: Conference Européenne des Administrations des Postes et des Télécommunications (association of postal service administrations)

CLIP: Calling Line Identification Presentation (see Identification Presentation)

CLIR: Calling Line Identification Restriction (telephone number suppression)—see Identification Presentation

CNG: Calling Signal (see CNG Tone)

DCF: Design Rule for Camera File System

DHCP: Dynamic Host Configuration Protocol

dpi: Dots per Inch (see Resolution)

DTMF: Dual Tone Multiple Frequency (see Tone Dialling)

DPOF: Direct Print Order Format

E.C.M.: Error Correction Mode

EXIF: Exchangable Image File

GAP: Generic Access Profile (radio protocol for cordless handsets)

HCRP: Hardcopy Cable Replacement Profile

IrDA: Infrared Data Association

ISDN: Integrated Services Digital Network

ITU: International Telecommunications Union (UN organisation)

JPG (JPEG): Joint Photography Expert Group

LCD: Liquid Crystal Display

LED: Light Emitting Diode

MH: Modified Huffmann (encoding process for faxes, see Encoding)

MHC: Modified Huffmann Code (encoding process for faxes, see Encoding)

MMR: Modified Modified Read (encoding process for faxes, see Encoding)

MMS: Multimedia Message Service

MR: Modified Read (encoding process for faxes, see Encoding

MRC: Modified Read Code (encoding process for faxes, see Encoding)

OBEX: Object Exchange Protocol (Bluetooth/Infrared protocol)

OCR: Optical Character Recognition

PABX/PBX: Private Automatic Branch Exchange

POTS: Plain Old Telephone Service (analogue telephone service with low transmission speed)

PSTN: Public Switched Telephone Network

RAM: Random Access Memory

RJ-11: Registered Jack 11 (also called Western plug, standardised telephone plug)

SMS: Short Message Service

SSID: Service Set ID (network authentication)

TCP/IP: Transmission Control Protocol over Internet Protocol

TWAIN: Tool Without An Interesting Name (standard for scanner drivers)

USB: Universal Serial Bus (computer port)

WEP: Wired Equivalent Privacy (network encryption)

WLAN: Wireless Local Area Network

List of Functions

On the multifunction machine, press **MENU/OK** and ②⑨. You will receive a printout of the menu functions offered by your machine. An extra page informs you about the current settings.

1 Phonebook

11 ADD NAME 31
Add entries to the telephone book

12 ADD GROUP 31
Collect multiple entries into a group

13 MODIFY ENTRY 31
Change entries/groups

14 DELETE ENTRY 31
Delete entries/groups

15 SPEED DIAL 32
Fast selection of frequently dialled numbers*

16 PRINT 32
Print the telephone book

2 Settings

21 DATE/TIME 20
Set the date and time

22 NUMBER/NAME 20
Enter your telephone number / name

23 TEL.NETWORK 20
Configure PSTN/PABX operation

24 PRINTER 30
Configure printer settings

25 FLAT BED SCAN 24
Configure scanner settings

27 TECHNICALS 11, 38
Configure special settings

28 GEOGRAPHICAL 20
Set country and display language

29 FUNCTION LIST 20, 74
Print out the list of functions

3 Fax

31 TRANSMIT 36
Send faxes via the menu

32 POLLING RX 37
Poll faxes from another machine

33 POLLING TX 37
Allow faxes to be polled from your machine

34 FAX ANSWERING 37
Configure protected fax reception

35 RX SETTINGS 36
Configure fax reception settings

36 TX SETTINGS 36
Configure transmission settings

37 PRINT JOURNAL 50
Print a list of the last 30 transmissions

38 FAX ON PC 37
Select fax reception

5 Messaging*

51 SEND 39, 40, 43 44
Send Text2Fax, SMS, MMS message

52 READ 40, 45
Read SMS/MMS messages

53 PRINT 40, 45
Print SMS/MMS messages

54 DELETE 40, 45
Delete SMS/MMS messages

55 SMS SETUP 41, 42
Configure special messaging settings

56 MMS SETUP 45, 46
Configure special MMS settings

57 MESSAGE BEEP 42, 46
Turn message signal on/off

6 Fax Switch

61 DAY MODE 33
Set ☼ operating mode

62 NIGHT MODE 33
Set ☾ operating mode

63 SET TIMER 33
Switch between ☼/☾ operating modes

64 EASYLINK 34
Control additional telephones

7 Commands

71 PERFORM 50
Immediately execute jobs in the queue

72 MODIFY 50
Modify jobs in the queue

73 DELETE 50
Delete jobs from the queue

74 PRINT 51
Print jobs in the queue

75 PRINT LIST 51
Print a list of jobs

8 Extras

81 LOCK 51
Enable keypad lock

82 PRINT CARTR. 50, 52
Clean and align cartridges, display ink level

83 SERVICE CODE 52
Turn button sounds on/off;. . Check firmware version

84 DETECT CARD 26
Access the inserted memory card

85 DETECT CAMERA 26
Access a connected digital camera

86 SCAN TO CARD 29
Transfer data to the inserted memory card

87 COLOUR SCHEME 11
Change colour settings for the display

9 Networking

91 WIRELESS LAN 58, 59
Configure WLAN (optional)

93 BLUETOOTH 27
Activate/deactivate Bluetooth (optional)

94 INFRARED 26
Activate/deactivate infrared*

95 PRINT SETUP 59
Print out the network settings

* Speed dialling—Crystal 650
Messaging—Crystal 660 (depending on country and network)
Infrared port—Crystal 660

Technical Data

General Information

Dimensions (W×D×H)	447×385×239 mm
Weight	7.8 kg
Power supply	220—240V / 50—60 Hz
Power Consumption: Stand-by mode Starting mode	 7 Watt 10 Watt
Connection type	PSTN, PABX
Standards: Circuit breaker Emissions Interference immunity Other	 EN60950-1 EN55022 Class B EN55024 Energy Star, CE
Ambient conditions	perm. temperature: 15–35 ° C relative humidity: 10 %–80 % (non-condensing)
Image processing	Crystal Image photo and text enhancement

Printing Media

Maximum capacity of paper tray	max. 150 sheets standard paper (A4, 80 g/m²)
Maximum capacity of output tray	max. 50 sheets standard paper (A4, 80 g/m²)
Paper sizes Width Length	10×15, A4, letter 76.2 mm–215.9 mm 127 mm–431 mm
Paper thickness	0.08–0.28 mm
Paper weight	75–272 g/m²
Supported printing media	normal paper, coated paper, transparencies, photo paper

Copier

Type	stand-alone colour
Resolution	draft: 300×300 dpi normal: 600×600 dpi quality: 1200×1200 dpi
Multiple copies	up to 99 pages
Zoom range	25 %–400 %

Photo Printer

Card slot:	CompactFlash (I, II), Smart Media, MultiMedia Card (MMC), Secure Digital, Memory Stick, Memory Stick Duo (Pro), Memory Stick Pro, Microdrive, XD-Picture-Card
Digital camera connection USB port	USB host 1.1, USB 2.0 Full Speed
Supported standards	DPOF, PictBridge

Printer

Type	bubble inkjet colour
Warm-up time (scanner)	max. 1 second
Resolution	max. 4800×1200 dpi
Printing speed	b/w up to 22 pages/minute colour up to 15 pages/minute
Printing width	203 mm

Telephone Book

Telephone book entries	up to 50 (Crystal 650) up to 200 (Crystal 660)
Speed dialling buttons	9 (Crystal 650)

Internet Connection

Type	PSTN—V.34
Modem speed	33k6—V.34
Encoding (data compression	V.42bis, MNP5
Internet protocol	TCP/IP

Fax

Type	RTC (G3), group 3
Compatibility	T.30
Encoding (datacompression)	MH, MR, MMR, JPEG (JPG)
Connection type	main line (PSTN) extension (PABX)
Dialling mode	tone dialling
Dialling type	DTMF
Modulation	V.29, V.27ter, V.21, V.17
Transmission speed	14k4—V.17 (Crystal 650) 33k6—V.34Fax (Crystal 660)
Message memory	up to 2 MB
Resolution	standard: 100×100 dpi fine: 200×200 dpi photo: 200×200 dpi super Fine: 400×400 dpi COL: 200×200 dpi
Correction mode	T.30 ECM

SMS (Crystal 660—depending on country and network)

Gateway	V.23
SMS memory	see Fax / Message memory
Message length	160/640 characters

MMS (Crystal 660—depending on country and network)

Gateway	V.23, TCP/IP
MMS memory	see Fax / Message memory
Image memory capacity	approx. 2 MB
Supported image formats	JPEG (JPG), GIF, WBMP

PC Connection

Connection type	USB 2.0 Full Speed
Supported operating systems	Windows 98 SE/ 2000 (SP 3)/ME/XP
Scanner driver	TWAIN, WIA (Windows XP)

Scanner

Type	flatbed, CIS
Resolution	max. 1200×4800 dpi
Scanning speed	b/w 3.9 seconds/A4 page colour 7.9 seconds/A4 page
Scanning area	216×300 mm
Colour depth	b/w 16-bit colour 48-bit

Technical specifications subject to change without notice.

Warranty

(UK Terms and Conditions)

ATTENTION

At the beginning of April 2002, SAGEM SA bought the PHILIPS fax business unit. SAGEM SA is now the European Number 1 in fax and offers a complete range of fax terminals with Internet access and SMS function, multifunctional terminals and servers covering the needs of all its customers—from home-users to multinational organisations.

In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

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• supply of new versions of software

• work on any equipment or software modified or added without the prior written consent of SAGEM

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- transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality)

- the local network fault (wiring, servers, workstations) or the failure of the transmission network

• the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer.

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To facilitate packaging recycling, please conform to your local selective recycling rules.

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Old batteries have to be deposited in designated collection areas.

Product

The crossed out dustbin logo on your product signifies it is classified as Electrical and Electronic Equipment covered by special disposal regulations.

To enforce recycling, recovery of The Waste Electrical and Electronic Equipment (WEEE) and to protect the environment and human health, European regulations requires that you selectively collect waste equipment using one of the following options :

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- Waste equipment can also be deposited in designated collection areas.

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E-Mail: dti.faxinfoline@sagem.com

Internet: www.fax.philips.com
www.sagem.com

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The CE symbol confirms conformity with the EU directives that apply to the device.

Declaration of Conformity (DoC)

Hereby, **SAGEM Communication Austria GmbH**, declares that this **PHILIPS MFP 650** or **MFP 660** is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Should you require a copy of the original DoC, please visit our web site.

This product is intended for use on an analogue public telecommunications network (PSTN) and for use in the country specified on the type label. Use in other countries can result in faulty functioning.

For more information, please contact the technical service centre for your country. Should problems arise during use of your machine, please contact your retailer first.

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The multifunction machine contains many materials that can be recycled. When you wish to dispose of the machine, please obtain information on the applicable regulations in your country for the recycling of electronic equipment.

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Networking Basics
&
Crystal Printer
Network Installation Guidelines

1. Overview

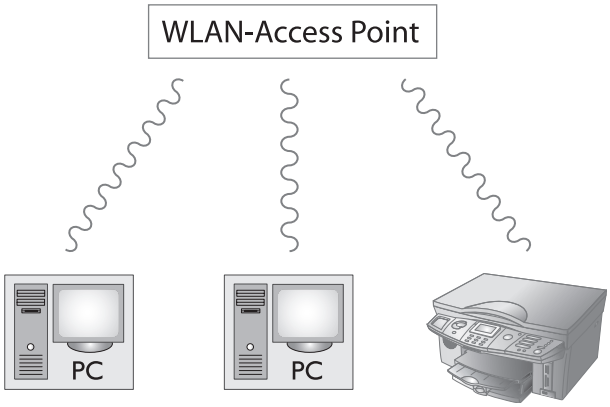
This guide is intended to provide the necessary basic knowledge of wireless networking needed to enable the Crystal printer to work with wireless LAN (WLAN). The document is based on the assumption that the reader has a Crystal printer at his premises and has read the user manual. It will provide a definition of the typical terms one comes across during the set-up and maintenance of a wireless network. Furthermore the installation of the Crystal printer as a network printer is described and some troubleshooting hints are given.

2. Topologies

Wireless LANs (Local Area Networks) can be operated in the two following modes.

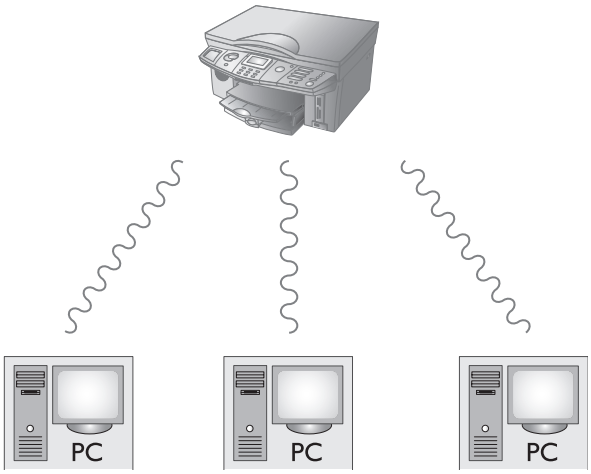
2.1 Infrastructure

In this mode all devices, that offer WLAN connectivity, are connected to an access point which enables access to network resources.



2.2 Ad-Hoc

This mode is also known as a peer to peer network. In this mode no access point is needed. Personal computers and devices with WLAN capabilities create point to point connections between two adapter enabling all workstations to act as servers to all others. This mode is intended for small home networks with a low number of WLAN network adapters.



3. Definitions

This sections describes the terms a user might come across during the set-up of a wireless network.

3.1 Network Addresses

Network adapters and personal computers have to be uniquely identifiable in order to be accessible in a network. Therefore each device uses a combination of the MAC address and the IP address to identify itself in a network.

3.1.1 MAC Address

The MAC (Media Access Control) address is a six byte long address which is attached to most network adapters. This address is designed to be globally unique and is hardwired in the hardware of the network adapter. The MAC address of a WLAN adapter can be found on a label attached to the adapter.

3.1.2 IP Address

An IP address (Internet Protocol address) is a unique number, similar in concept to a telephone number, used by personal computers and other network devices to refer to each other when sending information through the Internet. Unlike the MAC address the IP address is a software address that can be changed as often as the user likes. An IP address is four bytes long address, usually represented as four dot separated numbers like 192.168.1.1. The IP address of a network adapter is either set statically by the user or is provided by a DHCP server.

3.2 SSID (Service Set Identifier)

In wireless LAN networks the SSID is a label attached to every packet that is transmitted in a network. In order to receive packets or access other computers a network adapter has to know this SSID. In other words on every device that is connected to a dedicated wireless network, the same SSID has to be set on every device.

3.3 Authentication

Since transmissions are made over a radio link in WLAN networking, the connection is susceptible to eavesdropping. Therefore two ways of authentication were foreseen in the IEEE 802.11 standards.

3.3.1 WEP (Wired Equivalent Privacy)

This way of authentication was designed to provide a way of secure communication equivalent to that of a wired network hence the name Wired Equivalent Privacy (WEP). The encryption system uses four user-entered keys with a length of five (or ten) characters. The five character key is used for 64bit encryption. If a safer type of encryption is needed, the user can switch to 128bit encryption which uses ten character long keys. The same four keys have to be entered on every device that wants to access the network. Unfortunately the WEP standard has some shortcomings which make it possible to still continue eavesdropping if one has the proper equipment.

3.3.2 WPA (Wi-Fi Protected Access)

To overcome the flaws of WEP, the WPA standard was created. This method uses a longer key and a protocol that dynamically changes the key during the transmission which makes it much harder to eavesdrop on the network. WPA is not supported by the Crystal Printer WLAN adapter.

3.4 Channels

Wireless networks use a radio link to transmit packets. Depending on the country the wireless network is set up in, there are up to 13 channels representing specific radio frequencies. Every adapter has to use the same channel in order to communicate in the same network.

3.5 DHCP (Dynamic Host Configuration Protocol)

DHCP is a protocol that enables network devices to automatically retrieve an IP address from a DHCP server. A DHCP server knows a pool of IP addresses that he can assign to the network devices that request an IP address.

3.6 Subnet Mask

The subnet mask is a bit mask which defines how much of an IP address belongs to the private subnetwork and what belongs to the host network. For example the IP address 192.168.1.25 in the subnetwork 255.255.255.0 is split into the host network address 192.168.1 and subnetwork address 25. In order to enable two network devices to communicate with each other they have to share the same host network address.

3.7 Network Devices

Networks consist of numerous devices which have to be connected to each other. This happens with the help of a network device. There are different types of network devices which will be described in the following.

3.7.1 Hub

A hub is a device that combines all the connected network devices into one network segment. In other words packets that are transmitted through a hub will be forwarded to every connected network device and not just to the device that is to be addressed. Nowadays hubs have mainly been replaced by switches.

3.7.2 Switch

A switch is an intelligent hub that remembers the MAC addresses of the connected interfaces and can therefore forward packets with a certain destination to that destination without having to send them to all connected interfaces.

3.7.3 Access Point

A wireless access point is a device that connects WLAN adapters in a wireless network. Often an access point is connected to a wired network and provides access to this network to the WLAN adapters.

3.7.4 Router

While hubs and switches connect devices to local networks, routers connect different networks. In other words routers are devices that make a network seem like a single IP address to other networks. This is done through a process called NAT.

3.8 NAT (Network Address Translation)

Network Address Translation was introduced to overcome a shortage of IP addresses. It is a technique which rewrites source and/or destination IP addresses in packets when they pass through a router or a firewall. This feature is mostly used to allow multiple hosts in a private network to access the internet.

Normally every host that wants to access the internet has to have a registered IP address. Unfortunately IP adresses are of limited quantity. NAT makes it possible to have multiple hosts in a private network (for example in the private IP range 192.168.x.x or 10.x.x.x) which are connected to a router which is the interface to the internet. The router modifies the packets in a way that the remote host that should be accessed only sees the external IP address of the router. Answers are sent to the router which modifies the packets and relays them to the host in the private network that sent the actual request.

4. Installation of a Crystal Network Printer

4.1 What is needed to install the Crystal Network Printer?

To use your Crystal printer as a wireless network printer, you need to have the following items:

- PC connected to wireless network either via access point (infrastructure topology) or via WLAN adapter (ad-hoc topology)
- USB WLAN adapter for the Crystal printer
- Companion Suite installed on your PC

4.2 Basic steps of installation

- Install the Wireless drivers on the PC
- Setup the network parameters on the PC (IP address, mask)
- Setup all parameters on the Crystal Printer
- Verify the basic function with a ping command (see below)
- Install the Crystal Network Printer driver at all PCs which will shall access the Crystal Printer

4.3 Installation of the WLAN Function on the PC

The first step to enable the WLAN capabilities of your Crystal printer is to connect the PC to a wireless network. Install your WLAN USB adapter according to the installation manual of the manufacturer or activate the WLAN driver if you have a PC / Laptop with built in WLAN support. Verify that the WLAN is working correctly. Most adapters have a LED that starts flashing during start-up and is lit constantly to indicate that the adapter is ready to work.

4.4 Set-up of Network Parameters

Choose an IP address and a subnet mask for the WLAN adapter. Take care that this parameters match to the Crystal Printer IP address range.

4.5 Set-up of WLAN on the Crystal Printer

The next step is to set up the WLAN parameters on your Crystal printer. First of all connect your USB WLAN adapter to the USB connector on the right hand side of the device. Wait until the LED on the connector is either flashing or lit constantly.

4.5.1 Network Scan

Go to *Menu 911* which will issue a scan for available wireless networks. If any networks are found they will be displayed. Select the correct network which sets the SSID to the correct name on the Crystal printer and the network mode will be set to the correct mode (ad-hoc or infrastructure). If encryption is enabled in the network the user will be asked to enter the four WEP keys of the network. The network scan facilitates the set-up process in such a way that the user has only to set the IP address and subnet mask in *Menu 916* and *Menu 917*. If no network is found, the scan is not possible or you want to change the network settings, follow the next steps to set up the wireless network.

4.5.2 Ad-Hoc Set-up

If you choose AD-HOC mode, you will be asked to choose the WLAN channel of your network. Enter the channel you want your network to work on.

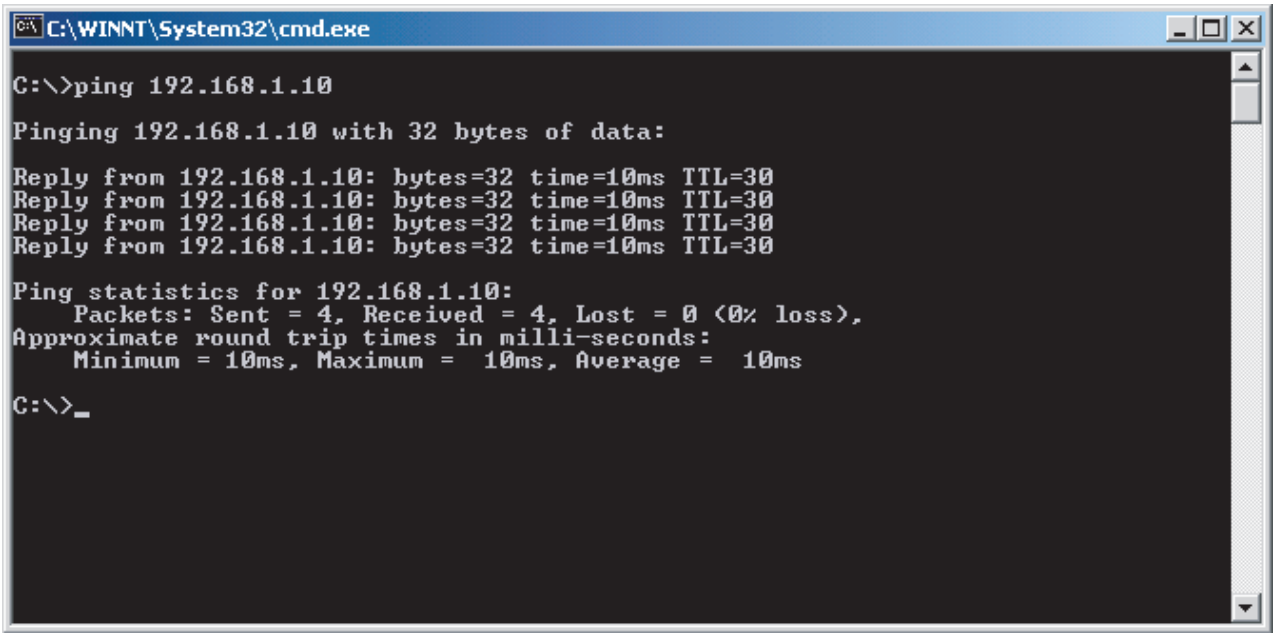
As a next step you have to set the SSID of the network in *Menu 913*. This should be set to the SSID of your wireless home network. Take care of capital letters ! If you do not yet have a wireless network set up, just set the SSID to the name you want your network to have.

Next you have to set the connection mode in *Menu 915* to either AUTOMATIC (DHCP) or MANUAL. In an ad-hoc network there will most likely be no DHCP server, therefore normally you will set this parameter to MANUAL. This will prompt you to enter an IP address and a subnet mask. Enter the IP address you want your Crystal printer to have. Make sure that the address is in the subnetwork of your local network i.e. make sure that the parts of the IP address that are covered by the subnet mask (usually the first three bytes) are the same as on all the other computers on the network.

Finally set the subnet mask on the device to your local network's subnet mask. Optionally you can enter a host-name in *Menu 918* which the Crystal printer will use in the network. If you keep the default settings the host-name will be "crystal".

Optionally you can also set the encryption for your ad-hoc network in the SECURITY Menu (*Menu 914*). Setting the encryption to 64 or 128bit will turn on WEP encryption and will prompt you to enter four WEP keys. For 64bit encryption the WEP keys has to be five characters long, for 128bit encryption it has to have a length of 13 characters.

After having set all the parameters on your Crystal printer, leave the menu. On your PC open the configuration tool of your WLAN network adapter and scan for available networks. The ad-hoc network SSID that was set on the Crystal printer should now be visible. Set the network adapter to connect to this network. Now it should be possible to establish a connection to the Crystal printer. You can test this by using the ping command with the IP address of the printer (e.g. ping 192.168.1.10).


C:\WINNT\System32\cmd.exe
C:\>ping 192.168.1.10
Pinging 192.168.1.10 with 32 bytes of data:
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Ping statistics for 192.168.1.10:
Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
Minimum = 10ms, Maximum = 10ms, Average = 10ms
C:\>

4.5.3 Infrastructure Set-up

If you choose INFRASTRUCTURE mode you will be asked to set the authentication mode of the network. The possible choices are NONE, OPEN, SHARED and BOTH.

NONE means that there is no encrypted authentication and data is transmitted without encryption.

OPEN activates encryption of data and still works with unencrypted authentication.

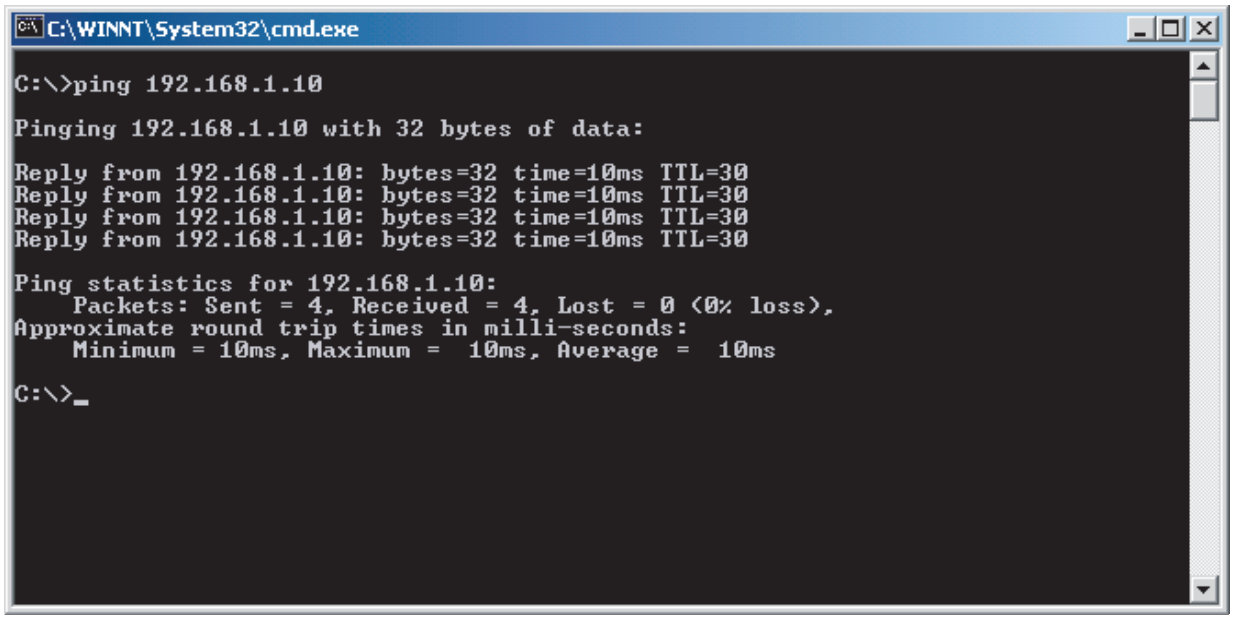
SHARED activates both encrypted data and authentication.

BOTH activates both encrypted data and authentication but tries as well to authenticate without encryption if the first try failed.

Afterwards you have to set the connection mode in *Menu 915*. If there is a DHCP server in your infrastructure network, set the mode to AUTOMATIC (DHCP), otherwise set it to MANUAL.

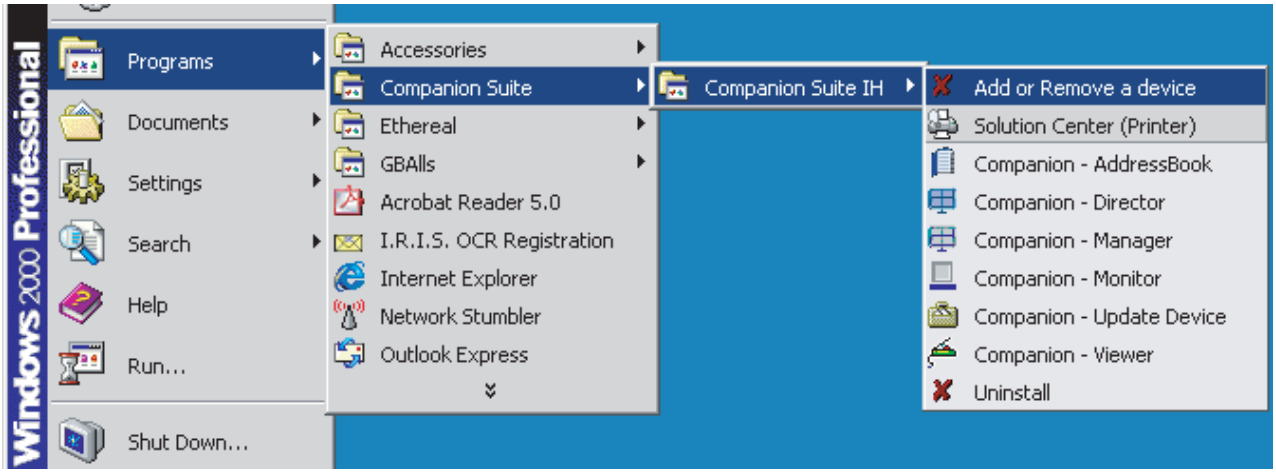
If you choose MANUAL, you will be prompted to enter an IP address and a subnet mask. Enter the IP address you want your Crystal printer to have. Make sure that the address is in the subnet of your local network. Finally set the subnet mask on the device to your local network's subnet mask.

After having set all the parameters on your Crystal printer, leave the menu. After leaving the menu the adapter will be reconfigured and the printer is available in the network. Now it should be possible to establish a connection to the Crystal printer. You can test this by using the ping command with the IP address of the printer (e.g. ping 192.168.1.10).

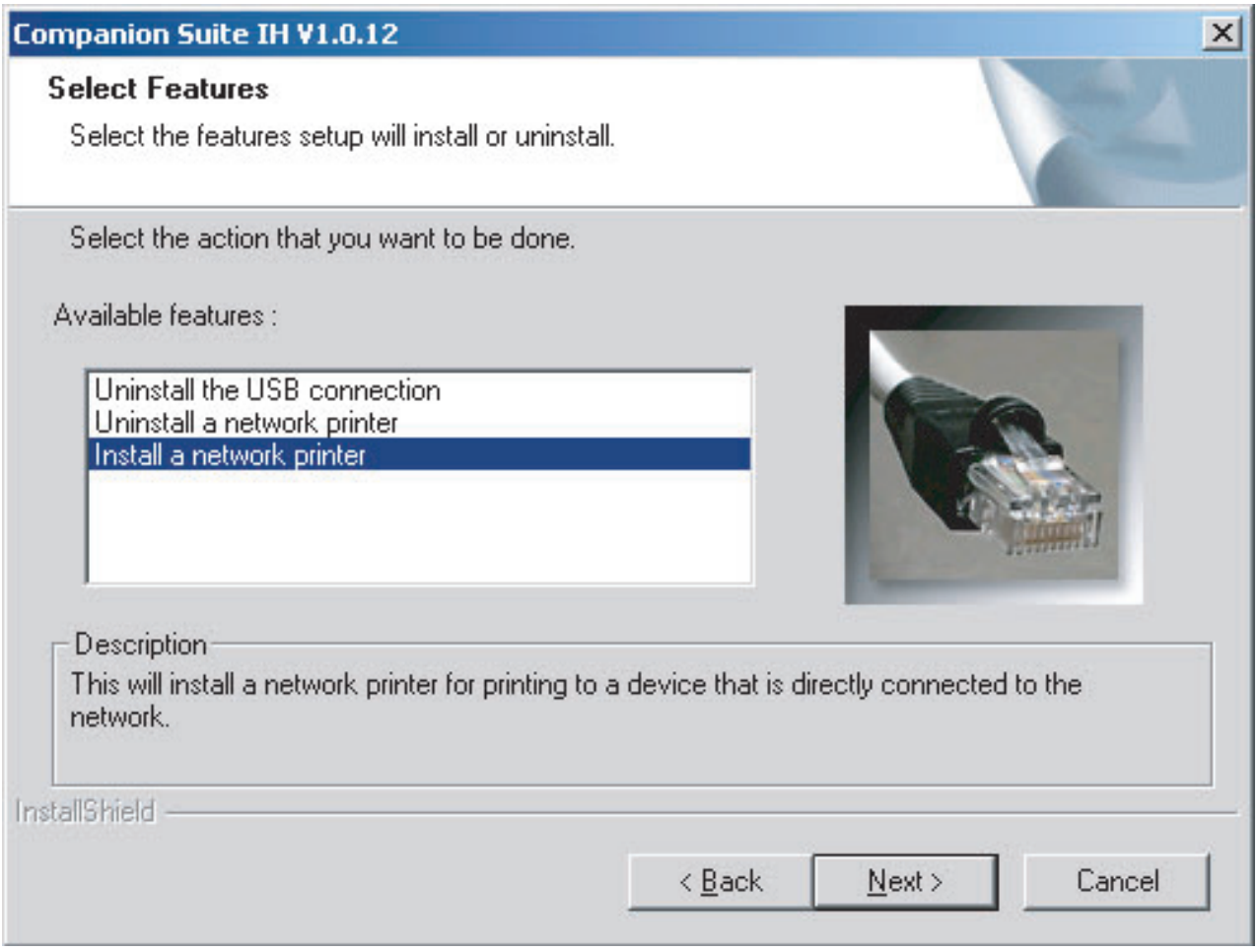

C:\WINNT\System32\cmd.exe
C:\>ping 192.168.1.10
Pinging 192.168.1.10 with 32 bytes of data:
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Reply from 192.168.1.10: bytes=32 time=10ms TTL=30
Ping statistics for 192.168.1.10:
Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
Minimum = 10ms, Maximum = 10ms, Average = 10ms
C:\>

4.6 Installation of the Crystal Printer as a network printer

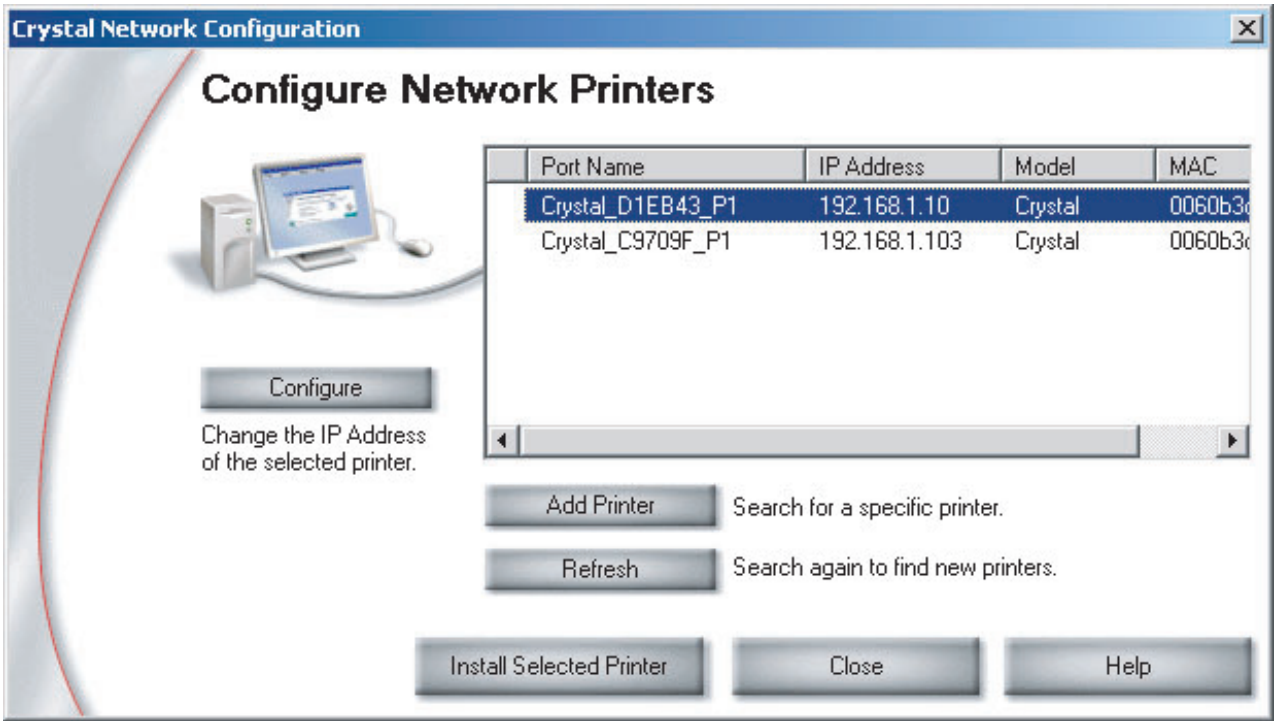
To add your Crystal printer as a network printer to the system, move to Start > Programs >Companion Suite > Companion Suite IH > Add or Remove a device.



In the new dialog choose "Install a network printer".


Companion Suite IH V1.0.12
Select Features
Select the features setup will install or uninstall.
Select the action that you want to be done.
Available features :
Uninstall the USB connection
Uninstall a network printer
Install a network printer
Description
This will install a network printer for printing to a device that is directly connected to the network.
InstallShield
< Back
Next >
Cancel

This will open the Network Printer Configuration dialog which will show you all the Crystal network printers the application could find on the network. Normally there should only be one but if there are more than one printer in the list you can find the correct one by comparing the MAC address indicated on the screen to the one listed on the USB WLAN adapter.



Once you selected the correct printer from the list of printers that are shown to you, click on the Install Selected Printer button. This will finalise the installation and the Crystal printer will be added to your installed printers.

You can print a test page or print documents from your application programs.

5. Troubleshooting

5.1 General Information

5.1.1 Print Network Report

A summary of the network settings can be printed out with the help of *Menu 95*. On this reports the user can find out which networking components are enabled and which networking modes are set.

5.1.2 Restore factory default WLAN settings

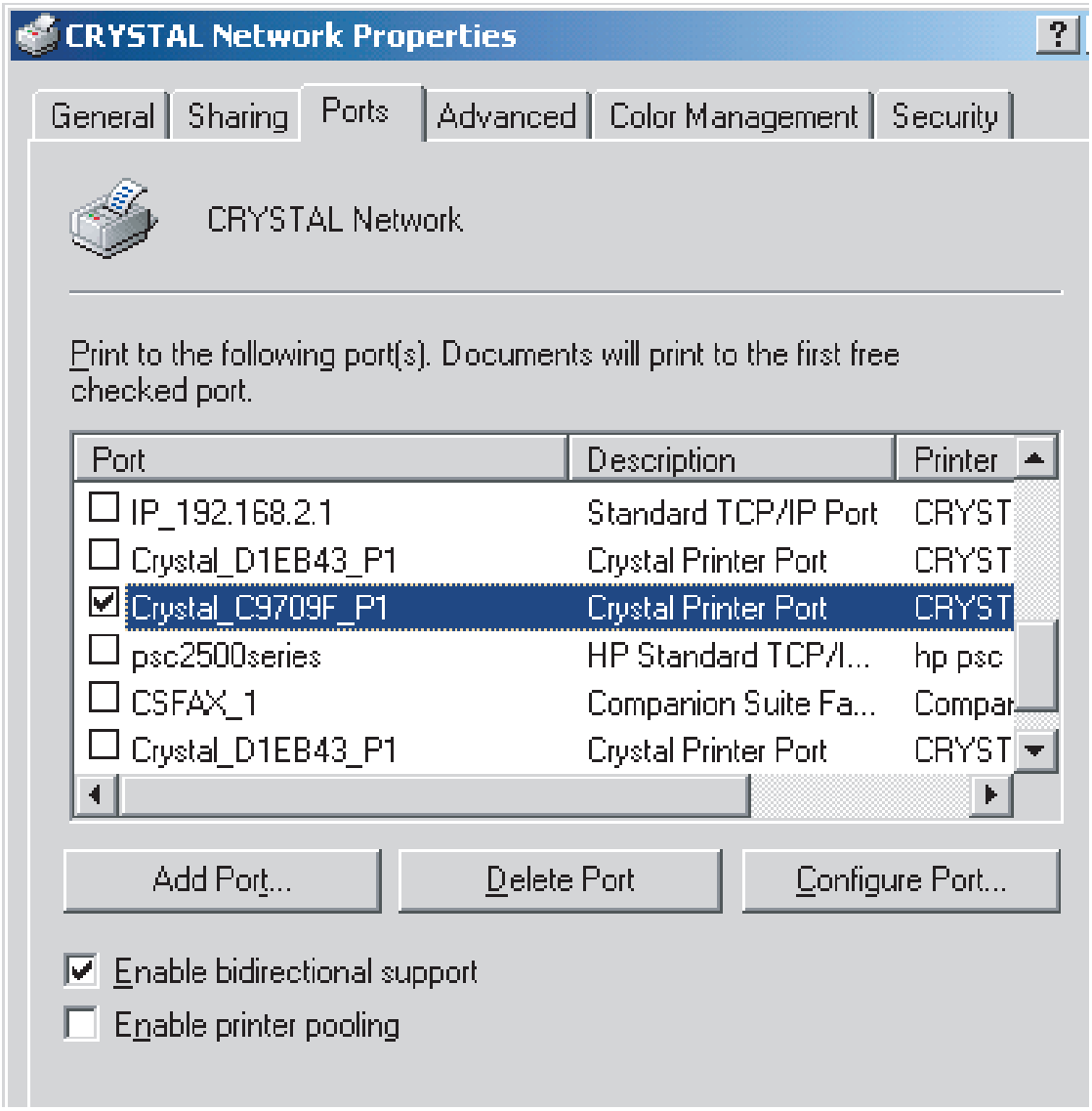
If it is necessary to restore the default settings of the wireless network configuration, the user can do so by using the *Menu 919*.

5.2 Changing the printer's IP address

If you change the IP address of your Crystal printer, the device will shutdown the network adapter and restart it with the new network parameters. Therefore the connection will be lost for about five to ten seconds. After this period you should be able to access the printer again with a ping command.

To make sure that the new IP address is set in the device one has to exit the wireless LAN menu. This initiates the reboot of the WLAN USB adapter.

The second step is getting the PC network printer driver to communicate again with the Crystal printer. To achieve this open the Windows printer menu Start > Settings > Printers. Select your network printer and right-click on it. Choose the properties menu and in there choose the Ports tab. Normally the Crystal Network Port should be selected, if not select it now and click on the Configure Port button.

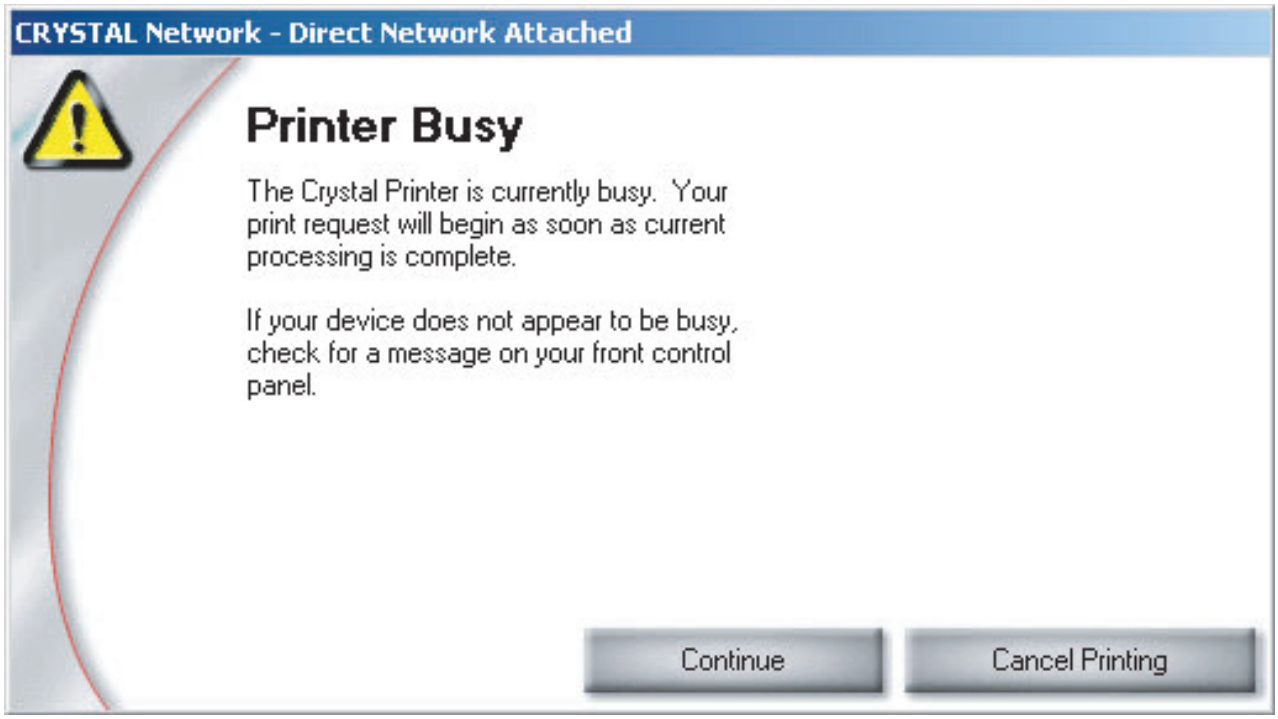


This will open the Crystal Network Configuration dialog. This dialog will scan for available network printers and show them in a list. Make sure that the network printer with the new IP address is listed. If it is not, press the Refresh button to initiate another network scan.

Once your printer is listed in this list it will be found by the printer driver. Close the dialog and print a test page.

5.3 Simultaneous connection of USB and LAN

It is possible to have the Crystal printer connected to your PCs via USB and LAN simultaneously. However the same printer will be installed as two printers on your system: once as a USB printer and once as a network printer. If you start print jobs on the network printer and the USB printer simultaneously, there will be a conflict because only one driver can access the printer. The print job that will be started first, will be printed. The other one will show the following dialog as the printer is busy.


CRYSTAL Network - Direct Network Attached
Printer Busy
The Crystal Printer is currently busy. Your print request will begin as soon as current processing is complete.
If your device does not appear to be busy, check for a message on your front control panel.
Continue
Cancel Printing

If you wait until the printer is finished and then click on the CONTINUE button, the pending print job will start.